The following changes, additions, deletions, clarifications, or corrections shall become part of the Bid-Contract Documents for Coast Community College District RFP No. 2025, Operation of Three Community College Bookstores. All other terms, specifications, and conditions remain the same.

Modifications are identified by “clouds” and the following:  Deletions strikethrough
Insertions/Substitutions italic-underlined.

Item 1: **Add** the attached responses to questions.

END OF ADDENDUM

Prepared By:

John Eriksen  
Director of Purchasing
1. Please provide the breakout by category for the overall revenue numbers by location (New textbooks, Used textbooks, Rental textbooks, and General Merchandise)/

The District does not have information broken down in the detail requested.

The District would prefer such information to be reported by this level of detail by the selected proposer.

2. Can you provide a detail listing of the current employees (Title, years of service, etc)?

<table>
<thead>
<tr>
<th>Orange Coast College</th>
<th>Level</th>
<th>FT/PT</th>
<th>Annual</th>
<th>Date Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook Acquisitions Clk</td>
<td>EE-45-5</td>
<td>1</td>
<td>$51770</td>
<td>09/29/98</td>
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<tr>
<td>Bookstore Fiscal Ops</td>
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<td>Acct. Asst. I</td>
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<td>$36065</td>
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<tr>
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<td>1</td>
<td>$50446</td>
<td>11/17/99</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Golden West College</th>
<th>Level</th>
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<th>Annual</th>
<th>Date Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook Aqstns Clk</td>
<td>EE-45-5</td>
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<td>$51770</td>
<td>05/22/96</td>
</tr>
<tr>
<td>Bookstore Clerk 2</td>
<td>EE-38-5</td>
<td>0.475</td>
<td>$20680.</td>
<td>06/17/08</td>
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<tr>
<td>Bookstore Clerk 2</td>
<td>EE-38-5</td>
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<td>$20680.</td>
<td>02/10/05</td>
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<tr>
<td>Inst Assoc-BusEd Cmp</td>
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<td>0.5</td>
<td>$27838.</td>
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<td>Accounting Assistant III</td>
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<table>
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<th>FT/PT</th>
<th>Annual</th>
<th>Date Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Ops. Asst.</td>
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<td>$51770</td>
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<tr>
<td>Accounting Tech</td>
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<td>06/01/04</td>
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</tbody>
</table>

* The amounts shown do not include a benefits multiplication factor of .2278 for FY 2013-14.

3. If an employee chooses to leave or an opening for a position occurs would that still be a District employee or would the current vendor be hiring the employee?

The replacement of a District employee is required to be by a District employee, if such a vacancy is filled, at the sole discretion of the District.
4. Can you please provide more detail on the plan for the college to grow enrollment by 3-5% year over year?

The District plans on realizing enrollment growth (FTEs) in both resident and non-resident students at an estimated combined rate of 3-5% over the length of the contract by increased onsite and online class offerings. Resident enrollment growth is dependent upon state-funding. Examples of specific actions include Coastline Community College increasing its Incarcerated Program, Online educational offerings, and expanding regular classes in order to meet the growth required for additional state funding.

5. Are there any conflicts with selling food/beverages in any of the bookstores?

Yes. There are existing agreements with Pepsi, and onsite food service vendors that limit sales of food/beverages at 2 of the 3 District colleges. However, notwithstanding such agreements, the District will work with Proposer in developing criteria where Proposer can offer food/beverage products in conformance with existing agreements.

Orange Coast College: OCC has contracted with Starbucks and operates all prepared food services on campus. The bookstore can sell 16 square feet of pre-packaged, non-perishable snack foods and 2 coolers of beverages consistent with college's existing beverage contract.

Golden West College: Outside of vending service, Sodexho Food Service has exclusivity on food sales, subject to limited authorized specific square footage allocated in the current bookstore. The College is currently reviewing the pouring rights.

Coastline Community College: There are no restrictions for food/beverage sales at Coastline.

6. What percentage of students are on financial aid and how much is used at the bookstore locations?

Financial aid students – 2012-2013 Pell Grant figures - 11,415 Pell Grant recipients
Orange Coast College: 4,632
Golden West College: 3,935
Coastline Community College: 2,848

31,757.42 FTES for 2012-2013

Percentage of financial aid students – 35.94%
We can’t determine who/what is spent at the bookstore as funds are sent directly to the student after registration fees are paid.
7. Are the current fixtures in each bookstore owned by the College or the current vendor?

All bookstore improvements or upgrades made under the existing agreement are the sole property of the District. All fixtures provided by the existing provider for Golden West College shall remain the property of the existing provider.

8. Is there any unamortized amount on current fixtures and lease hold improvements that the new vendor would incur?

No.

9. What is the current commission structure and is there any minimum guarantee with the current contract?

Pursuant to the existing agreement, the current provider pays to District the greater of:

(a) an annual guaranteed amount of $1,350,000; (or)
(b) 12.75% of gross revenues up to $13,000,000, and 13.75% of gross revenues in excess of $13,000,000.

Gross revenues are defined as all collected sales at the bookstores less voids, refunds, sales tax, discounted department sales, discounted faculty/staff sales, pass-through income, or other merchandise mutually designated as non-commissionable.

10. Are there current off campus bookstores that directly compete with the campus bookstore? Yes.

Orange Coast College: Fairview Textbooks
Golden West College: College Books
Coastline Community College: None directly with Coastline known to District.

11. Please provide bookstore floor plans by location.

This information was not immediately available

12. Section II.A.: The RFP states that Golden West College employs two (2) FT, one (2) half-time, and three (3) 47.5% PT staff. Please confirm that there are (2) half-time positions with one being currently vacant. Also, please provide each classified employee's position, salary, and benefits.

See response to question no. 2.
13. Section II.B: Please provide each classified employee's position, salary, and benefits.

14. Section II.C: Please provide each classified employee's position, salary, and benefits.

See response to question no. 2.

15. Section II.A-C: What is the estimated salary and/or benefit increases for Fiscal Year 2014?

See response to question no. 2.

16. Section III.A-C: For fiscal year ending June 2013, please provide departmental sales (i.e. new text, used text, textbook rentals, digital textbooks, supplies, trade, clothing, gifts, etc.) for each College Bookstore.

See response to question no. 1.

17. Section IV: Please provide the current annual guarantee and commission percentage payments made by the existing provider:

Pursuant to the existing agreement, the current provider pays to District the greater of:

(a) an annual guaranteed amount of $1,350,000; or
(b) 12.75% of gross revenues up to $13,000,000, and 13.75% of gross revenues in excess of $13,000,000.

Gross revenues are defined as all collected sales at the bookstores less voids, refunds, sales tax, discounted department sales, discounted faculty/staff sales, pass-through income, or other merchandise mutually designated as non-commissionable.

18. Section V.A.2: Do the existing bookstore fixtures remain property of the Coast Community College District at the conclusion of Follett's existing contract?

All bookstore improvements or upgrades made under the existing agreement are the sole property of the District. All fixtures provided by the existing provider for Golden West College shall remain the property of the existing provider.
19. Section V.A.7: What are the current utilities costs for each store? Are these costs currently paid by Follett?

*Pro-rata allocation to be determined with selected proposer.*

*The college utility costs relating to the bookstores are not currently paid by the existing bookstore operations provider.*

20. Section V.B.2: The RFP states "All employees (including students) shall be employed in the PROPOSER'S own name". This conflicts with section II.A-C regarding the classified staff. Please clarify.

*This section in meant to clarify that, except for existing (or replaced) District employees, all other persons employed at the bookstores, including students, are to be considered Proposer's employees.*

21. Section IX: What are the current district, faculty/staff, and other discounts?

*20% discount on charge sales for supplies for college departments and offices*

*10% discount for all employees.*

22. Section XVI.D: Does the 30 page proposal limitation include the Non-Collusion Affidavit, Attachment A information, Worker's Compensation Certificate, and Drug Free Workplace Certification?

*The 30 page limit on submitted proposals does not include the documents listed above. The District may allow minor deviations from the 30 page limit defined in the Request for Proposals should a proposer require limited additional pages. However, in no circumstance should the proposal submitted exceed 35 pages, excluding the above referenced materials. Client list may be included as an appendix and it will not be included in the defined page limits.*