

ADDENDUM NO. 1

ISSUE DATE: December 12, 2019

Management of College Store

LRCCD RFP# 20008

Issued By:

LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court, Sacramento, CA 95825
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This addendum forms a part to the Contract Documents. The addendum items supersede and supplement all portions of the bidding documents with which it conflicts. All workmanship, materials, appliances and equipment which may be included in the following addendum items shall be of the same relative quality as described for similar work set forth in the general or main specifications of which these addendum items shall be considered a part.

This Addendum has been acknowledged in the space provided on the Bid Form and is considered part of the bid documents.

This addendum answers requests for information received by December 6, 2019, 4:00pm PST and consists of 4 pages.

1. Page 5, Section 3. Is there a firm date in February for contractor presentations selected by Los Rios CCD?

ANSWER: No. Once a date has been determined, vendors will be informed in order to save the date (pending invitation from the District).

2. Appendix A, Page 18. This agreement seems to be for consulting services provided to Los Rios CCD. Is there a reason for its inclusion?

ANSWER: This is LRCCD's typical consulting agreement, showing our standard terms and conditions.

3. Appendix F, Page 5, Section F.6.a. Please confirm that the contractor is responsible for all employee costs, and will employ all Bookstore personnel.

ANSWER: Confirmed

Please confirm that there is no required reimbursement costs for current classified employees.

ANSWER: Confirmed.

4. Appendix F, Page 6, Section F.7.b. Please provide an current organization chart for each campus store.

ANSWER: See attached.

5. Appendix F, Page 9, Section l. How many OER titles were adopted by faculty (per campus) for the Fall 2019 semester?

ANSWER: ARC – 123; CRC – 130; SCC – 194; FLC - 29

6. Appendix F, Page 9, Section m. How many inclusive access courses (per campus) were adopted for the Fall 2019 semester?

ANSWER: ARC – 22; FLC,CRC,SCC - 0

7. Appendix F, Page 10, Section e. Please describe any "specialized academic programs".

ANSWER: Art kits would be one example. Additionally, classes that utilize our Makerspace facilities may have specialized course materials that students are required to provide. Successful contractor will be required to carry any standard or non-standard course materials requested by faculty, whether required or optional for a class.

8. Appendix F, Page 22, Section b. What is the platform for the current campus card?

ANSWER: Our current Campus Card has limited functionality and is mainly used for ID purposes and to provide access proof of qualification for various discount programs. The mag stripe on the card is limited to carrying stored value for our on-campus copying system, Go Print. Future plans include additional functionality/technology requirements for the Campus Card, but there is no current timeline for selection and implementation of a new system.

9. Appendix F, Page 22, Section d. What (if any) are the current faculty/staff/departmental discounts?

ANSWER: ARC - 15% discount on supplies for alumni. FLC – Departments purchasing large quantities of in-store products are charged cost + 20%. SCC & CRC – No discounts provided.

10. Appendix J, Page 3. What is the current new textbook, used textbook, and digital textbook margins?

ANSWER: The Course Materials Pricing Policy requirements are defined in RFP Section F.10 of Appendix F.

Are there any inclusive access sales for FY19? And if so are they listed under New Textbooks?

ANSWER: There were inclusive access sales in FY19 and they are listed under Digital Textbooks

Please provide further breakdown of the FY19 school supplies figure.

ANSWER: School supply categories consist of: Calculators, Misc. Electronics, Paper, Binders, Notebooks, Nursing/Medical, Writing Instruments, Testing Materials, Office Supplies, Back Packs, Misc. School Supplies, Required Materials.

Please describe the current department supplies process. What is the margin on those sales?

ANSWER: Process is as follows for Departmental office supply orders, process is essentially the same for in-store purchases by departments: 1. Department submits orders electronically using Blanket purchase order process or providing a departmental budget string to charge against. 2. Bookstore buyer sources from multiple vendors based. Completed orders are delivered to department to and signed for by the department. Margins on office supply orders: Margin varies from 7-25%. Margins on in-store department purchases are at standard markups, with FLC providing a discount to normal markup as described in question 9 above.

Please clarify what products are listed under general supplies. What is the margin on those sales?

ANSWER: Carbonated Drinks, Health and Beauty Aids, Greeting Cards, Gifts, Graduation. Markup is 40-55%

11. Appendix J, Page 8, Section j.13. Please provide FY19 sales figures for each Satellite Location / Center.

ANSWER: Precise figures not available. Estimated sales are as follows:
ARC: Natomas Center - \$14,000; FLC: El Dorado Center & Rancho Cordova Center - \$50,000; CRC: Elk Grove Center – Unavailable; SCC: West Sacramento Center and Davis Center - Unavailable

Are those sales included in the FY19 totals for each campus store?

ANSWER: Yes.

ATTACHMENT:
Organization Chart

END OF SECTION

College	FTE
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ARC

Manager	1
Assistant Manager	1
Buyer I - Gen. Merchandise	1
Receiving/Stock Clerk	1
Store Clerk	1
Clerk III	1
Accountant - Shared*	0.8
Total	6.8

FLC

Manager	1
Assistant Manager	1
Buyer I - Gen. Merchandise	1
Receiving/Stock Clerk	1
Accountant - Shared*	0.2
Total	4.2

SCC

Manager - Shared**	0.5
Bookstore Supervisor	1
Buyer II - Textbooks	1
Buyer I - Gen. Merchandise	1
Receiving/Stock Clerk	1
Store Clerk	1
Accountant - Shared***	0.67
Total	6.17

CRC

Manager - Shared**	0.5
Bookstore Supervisor	1
Buyer II - Textbooks	1
Receiving/Stock Clerk	1
Accountant - Shared***	0.33
Total	3.83

Total	21
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ARC & FLC Split Store Accountant 80/20
 SCC & CRC Split Store Manager 50/50
 SCC & CRC Split Store Accountant 67/33