

Florida A&M University
Invitation to Negotiate #7414
CAMPUS BOOKSTORE OPERATIONS

ADDENDUM NO. #2

Listed below are the answers to questions that were submitted by prospective bidders relating to the FAMU Campus Bookstore Operations.

1. Do the current sales figures include the Law Bookstore?

Answer: Yes

2. Please provide revenue breakdown and sales breakdown by product category for both campuses (New, Used, GM, supplies, etc) for 09-10

Answer: Please see attachment A

3. Please provide scale plans for the current bookstore and Orlando campus bookstore.

Answer: Please see attachments

4. Does the University own the current Bookstore fixtures? Both Campuses?

Answer: No, the current bookstore vendor made a capital investment on the main campus in Tallahassee. There are currently 223,000 that are still being amortized. This investment is amortized over fifteen (15) years.

They have also spent \$175,000 for fixtures, furniture and equipment for the implementation of the bookstore at the College of Law in Orlando.

The successful bidder will be expected to absorb the cost of these investments.

5. Please provide information on how the bookstore receives the textbook adoptions. How are they collected?

Answer: Please see attachment B.

6. Please provide an organizational chart for the current Bookstore staff at both campuses.

Answer: The organizational chart is the property of the contractor.

7. What is the current procedure for financial aid transactions in the store? What software application is utilized for the system? (Datatel, PeopleSoft, other)

Answer: The University uses the Cbord system to process financial aid. The Cbord system is fully integrated into the Barnes & Noble point of sale system. This integration allows students to simply present their student ID while checking out.

8. Please provide a listing of the existing “other University contracts” that need to be taken into consideration and any other product restrictions.

Answer: The following contracts need to be taken into consideration: Food Service, Beverage Vending, and Snack Vending.

9. Does the University have an online registration?

Answer: We are working on implementing registration integration.

10. Does the University have a contractual commitment to the current vendor regarding the transfer of inventory? If so, please provide the terms of the commitment.

Answer: No, the University does not have contractual agreement for the transfer of inventory. However it will be the expectation of Florida A&M University that a new contractor purchase the inventory of the existing Bookstore provider at industry standards.

11. What are the current terms of the contract as it relates to commissions and guarantees by Barnes & Noble? (Current terms of contract) Is this for both campuses?

Answer: We currently pay a management fee based on sales.



BARNES & NOBLE
COLLEGE BOOKSELLERS

Barnes & Noble College Booksellers, Inc.
120 Mountain View Boulevard
Basking Ridge, New Jersey 07920

Florida A&M University
2400 Wahnish Way Suite 100
Tallahassee, FL 32307
Mr. Michael Smith
Director of Auxilliary Services

June 11, 2010

Monthly Sales Report

Sales Period: August 2009 to July 2010
Store Location # 753 & #616

	2009	#753	#616	Total
August	\$	981,948.49	159,172.73	\$ 1,141,121.22
September	\$	1,130,928.84	21,188.38	\$ 1,152,117.22
October	\$	215,030.39	3,973.54	\$ 219,003.93
November	\$	82,977.09	4,457.22	\$ 87,434.31
December	\$	74,922.68	1,017.87	\$ 75,940.55
	2010			
January	\$	1,423,775.55	45,207.39	\$ 1,468,982.94
February	\$	233,483.96	7,763.74	\$ 241,247.70
March	\$	150,501.56	3,837.52	\$ 154,339.08
April	\$	120,963.52	4,591.68	\$ 125,555.20
May	\$	140,339.68	16,410.75	\$ 156,750.43
Total Sales:	\$	4,554,871.76	\$ 267,620.82	\$ 4,822,492.58

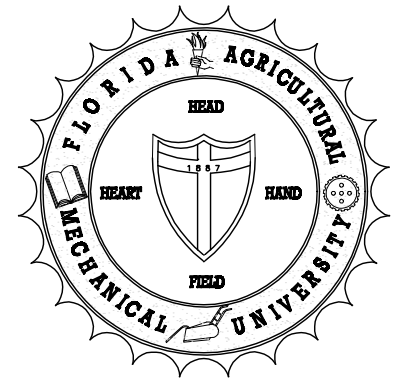
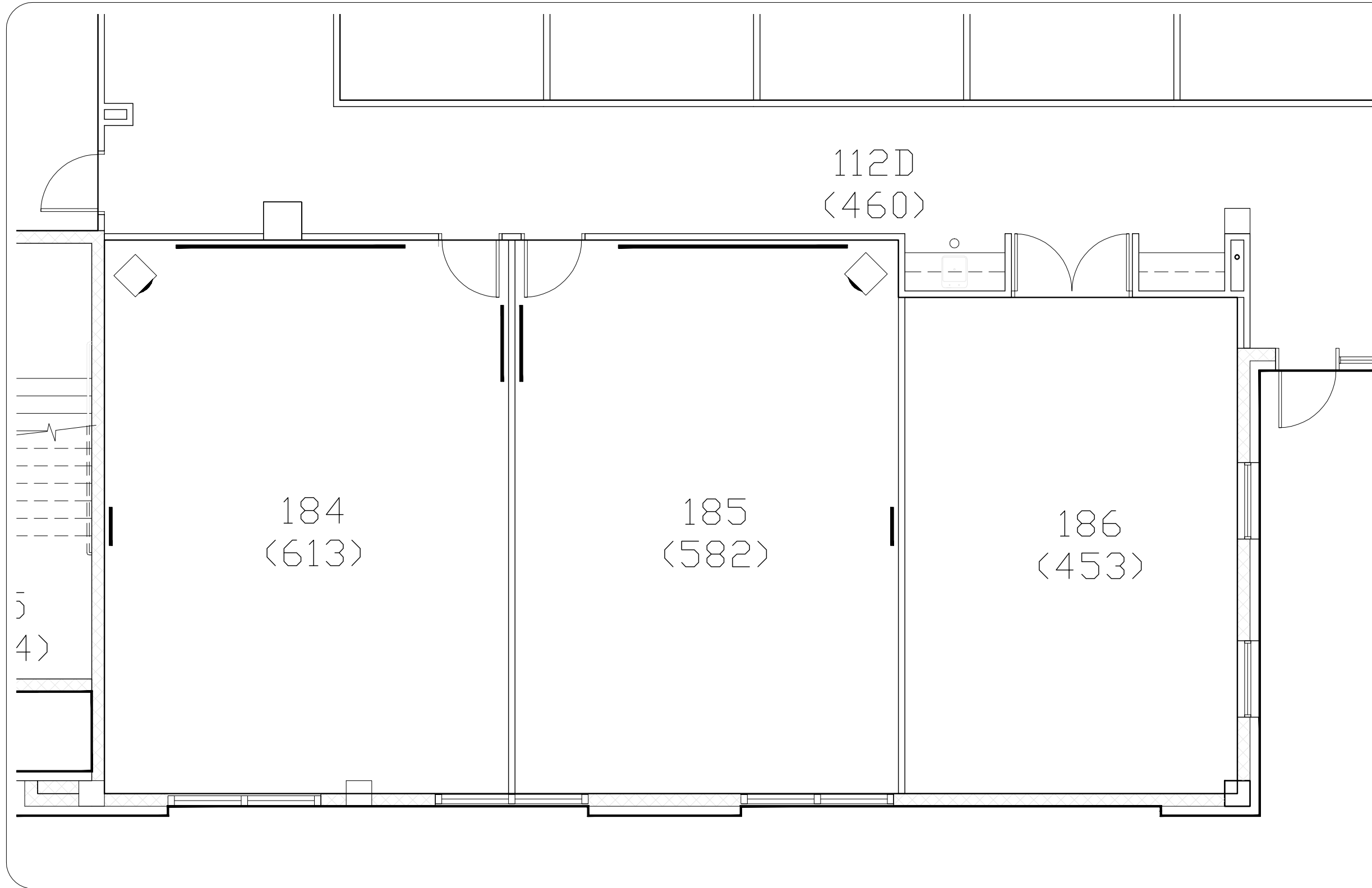
SEND COPY TO: Everett Montgomery, Associate Director of Auxiliary Services

If there are any questions or problems please contact:

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Lease Administrator/ Staff Accountant
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908-991-2641

Florida A&M University Textbook Adoption & Affordability Process

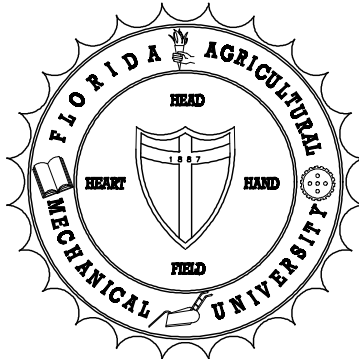
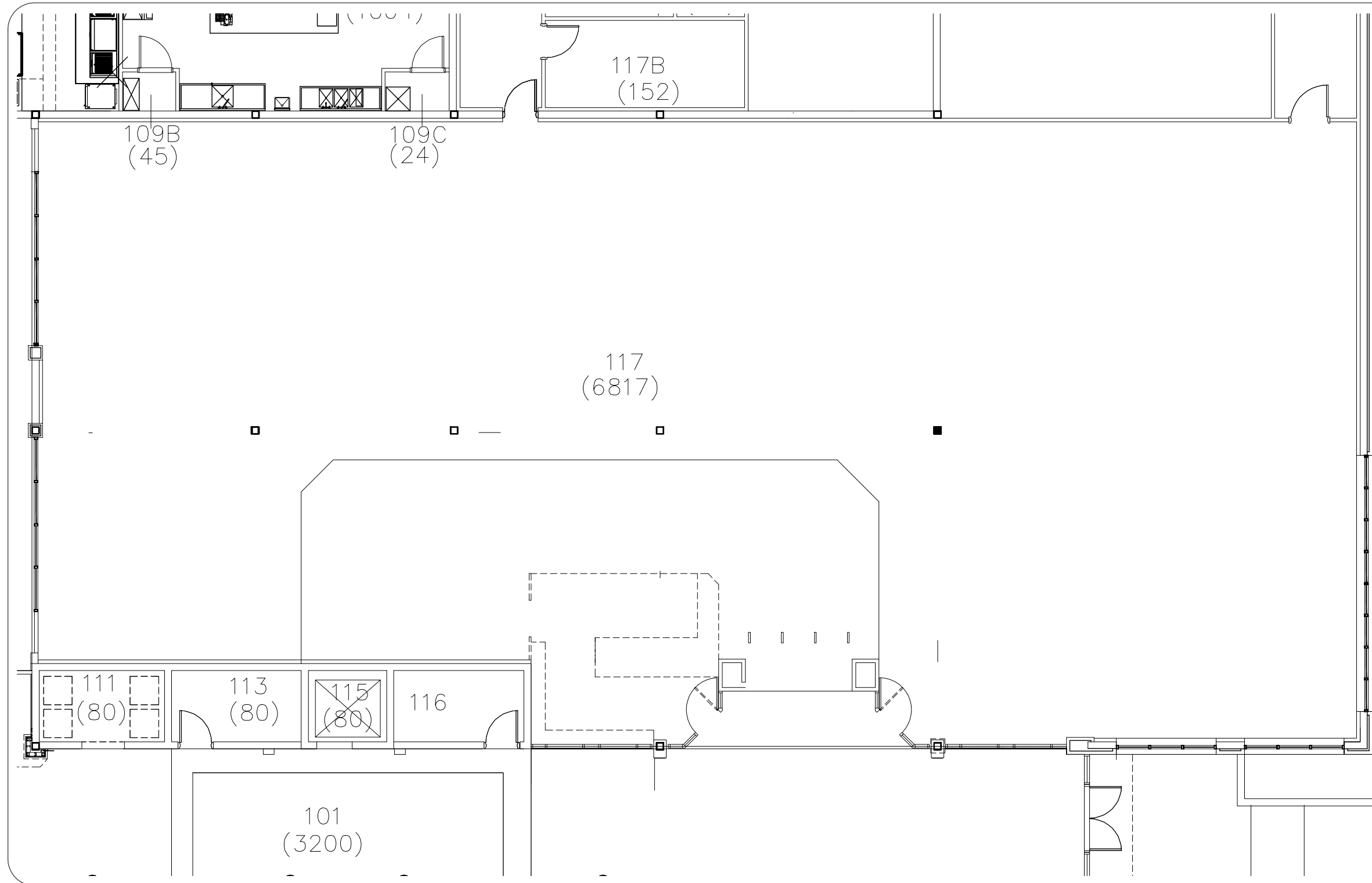
- The bookstore manager sends each departmental contact an email notification along with the Course Book Information Request Form and the adoption list. The adoption list contains textbooks used the previous semester. This information is disseminated about eight to ten weeks prior to the start of each semester.
- The Course Book Information Request form includes the information on textbooks required for courses as well as two items that are necessary to support the university's compliance with Florida Statutes as well as the Florida Board of Governors and FAMU Board of Trustees Regulations governing textbook adoption and affordability.
 1. Confirmation that all required items ordered, both individually and bundled, are essential for the course and
 2. Each faculty member must provide a strong justification of the request for the newest edition for one or more textbooks ordered.
- Additionally, the Provost's Office has asked the bookstore manager to send the departmental contacts a Textbook Order Status form. This form provides the Provost's Office with information about whether or not textbooks are being ordered and requires a justification when a textbook is not being ordered. This form is completed by each faculty member and submitted to the Provost Office.
- Textbook orders are due three weeks after the departmental contacts receive the information from the bookstore manager.
- Faculty have the option of submitting their textbook request via email, fax, or on-line. They also have the option of hand delivering the Course Information Request to the bookstore manager.
- The bookstore staff adopts the books into their "text aid system".
- Twenty-four (24) hours later they are published on the bookstore website via a portal on the University's website.
- The bookstore staff reviews the sales history of each textbook to determine the quantity of textbooks to order and the number of books they can reserve to buy back from our students.
- Publisher orders are placed eight weeks before each semester.
- Textbooks adopted for each semester are posted on the University's website thirty (30) days prior to the beginning of each semester.



**COLLEGE OF LAW
BLDG. 039
FIRST FLOOR**

**OOO - RM. #
(000) - RM. SQ. FT.**

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VICE PRESIDENT OF ADMINISTRATIVE & FISCAL AFFAIRS
THE OFFICE OF FACILITIES PLANNING & CONSTRUCTION
FLORIDA A&M UNIVERSITY
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**BOOK STORE
BLDG. 170
FIRST FLOOR**

**OOO - RM. #
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