



OFFICE OF CO-CURRICULAR PROGRAMS

**Amendments & Clarification
to the Request for Proposal**

Term of Contract

Section 1.7 is amended to read “The University’s goal is to award an initial seven (7) year contract with options to renew for three one (1) year periods....”

Requested formulas for sections 4.51 and 4.53:

New Book Retail calculation for Publisher Net Price Books = publisher net price / (1 – (initial margin % + 2 % freight add on))

Ex. Publisher net price book = \$80

New book retail price = $\$80 / (1 - (25\% \text{ margin} + 2\% \text{ freight add on}))$

New book retail price = $\$80 / (1 - .27)$

New book retail price = $\$80 / .73$

New book retail price = \$109.59 rounded to the nearest quarter \$109.50

New Book Retail calculation for Publisher List Price Books = publisher list price

Ex. Publisher list price book = \$19.95

New book retail price = \$19.95

Used Book Retail calculation for both publisher net and list price books = 75% of new book retail price

Ex. Publisher net price = \$80

Used book retail price = new book retail price x 75%

Used book retail price = \$82.13 rounded to the nearest quarter \$82.25

Ex. Publisher list price = \$19.95

Used book retail price = new book retail price x 75%

Used book retail price = \$14.96 rounded to the nearest quarter \$15.00

Fixtures and Unamortized Value

Currently Validis owns all its fixtures in the retail space. Bill is still seeking clarity on who owns the shelving units in the text area and will respond to the group next week. Currently the unamortized value of all leasehold improvement is \$13,951. I’ve asked Bill to take a closer look at the amortization schedule because it should have been over a 5 year period that ended in 2008 and thus wholly off the books. For the purpose of the pro-forma however, please be conservative and use \$13,951.

Register System

Validis' registers are fully integrated with the CBORD one-card system. If your company's system cannot interface with CBORD, assume \$2000 in your pro-forma for a stand-alone card reader. The actual value of the hardware purchase plus one year warranty was \$1705 based on a June 2008 quote.

Utilities

2007-2008 actual Danna Center electric and heating/cooling utilities were \$311,604. 6.4% Bookstore share is \$19,943.

Credit Memos

Section 4.153 "The new Vendor shall purchase all of the current Vendor's existing credit memos." is stricken in its entirety.

Current Employees

Section 6.18a is stricken in its entirety and replaced with "Vendor shall offer all current employees an opportunity to interview for a position."

Financial Scenarios

After the meeting Validis requested permission to submit more than one financial scenario. The answer is yes. Vendors may submit more than one financial and renovation model based on different scenarios. Non-prescriptive examples would include prioritizing and phasing renovations over a longer time period, or proposing a renovation plan at the expense of annual return. The university acknowledges that while our RFP is ambitious, we also desire a profitable business partner and are open to creative alternatives.

Current Commission Structure

9% of all net sales on \$0-\$3.5M, 10% thereafter.

Window Cost

Physical Plant is generating a quote for the window replacement and anticipate having this by next Friday. I will forward it to you once it is received.