



**Ali Mehanti**  
Assistant Superintendent for Finance

November 5, 2019

TO: Prospective Bidders

SUBJECT: Addendum TO THE BIDDING DOCUMENTS FOR:  
Request for Proposal Bookstore Managed Services

This addendum forms a part of the bidding and contract documents, modifies the original bidding documents and is compliant with *Request for Proposal Bookstore Managed Services*. Please acknowledge receipt of this addendum in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions and answers relating to the *Request for Proposal Bookstore Managed Services* appear below.

**Q1:** Please provide your annual bookstore revenue for the past two (2) years by key departments including:

- Used Textbooks
- New Textbooks
- Text Rental
- Digital Textbooks
- Trade or General Books
- Clothing/General Merchandise
- School Supplies
- Computer/Technology Sales
- Convenience items
- Miscellaneous

**A:** The District does not break out used textbook sales versus new textbook sales, both used and new textbook sales are within the textbook category. Please see below for FY18 and FY19 collected bookstore fees by category:

FY18 Bookstore Fee's Collected		
Item	HPHS	DHS
Textbooks	\$259,231	\$250,925
E-Books	\$76,217	\$63,107
Heart Monitor	\$8,110	\$14,136
Supplies/Course Fees	\$44,989	\$24,759
PE Fees	\$23,378	\$22,314
Parking	\$75,345	\$52,480
Activity Tickets	\$206,461	\$211,532
Uniform Purchases	\$3,377	\$18,184
Chromebook Repairs	\$13,138	\$13,138
Summer School Fees	\$129,726	\$129,726
New ID Fees	\$2,357	\$3,248
AP Testing	\$140,371	\$107,455
Technology Fees	\$63,624	\$63,624
Graduation Fees	\$15,401	\$14,284
<b>TOTAL</b>	<b>\$1,061,725</b>	<b>\$988,910</b>

FY19 Bookstore Fee's Collected		
Item	HPHS	DHS
Textbooks	\$ 192,846	\$ 180,357
E-Books	\$ 100,467	\$ 93,226
Heart Monitor	\$ 7,912	\$ 14,695
Supplies/Course Fees	\$ 41,326	\$ 50,613
PE Fees	\$ 23,109	\$ 22,466
Parking	\$ 85,866	\$ 104,983
Activity Tickets	\$ 181,634	\$ 183,420
Uniform Purchases	\$ 14,301	\$ 24,351
Chromebook Repairs	\$ 11,669	\$ 11,669
Summer School Fees	\$ 152,032	\$ 152,032
New ID Fees	\$ 1,782	\$ 2,750
AP Testing	\$ 143,657	\$ 103,422
Technology Fees	\$ 63,260	\$ 63,260
Graduation Fees	\$ 17,100	\$ 29,688
<b>TOTAL</b>	<b>\$ 1,036,961</b>	<b>\$ 1,036,933</b>

**Q2:** Please provide your current course materials pricing policy in place for operation of the bookstores.

**A:** Click [HERE](#) for HPHS pricing policy

Click [HERE](#) for DHS pricing policy

**Q3:** Should you wish Follett to hire your present Full time staff, than please identify the total number of full time employees in the bookstore along with their associated salaries and respective tenures as a Bookstore employees.

**A:** Please see below:

Position Assignment Desc	Building	Start Date	Salary	Dental	Health	Life	FICA	Medicare	IMRF
Assistant Manager Bookstore (10 MO)	HPHS	9/3/2002	\$37,361	\$1,295	\$16,854	\$ 69	\$1,961	\$ 459	\$2,242
Bookstore Manager (12 MO)	HPHS	8/18/2003	\$64,001	\$1,295	\$ 8,712	\$102	\$3,881	\$ 908	\$3,840
Bookstore Admin Assistant (10 MO)	DHS	11/17/2016	\$28,459	\$1,295	\$14,337	\$ 53	\$1,716	\$ 401	\$1,957
Bookstore Manager (12 MO)	DHS	7/20/2010	\$57,850	\$1,295	\$14,337	\$102	\$3,219	\$ 753	\$3,471

**Q4:** What is your current inventory value?

**A:** Current inventory value at HPHS: \$168,653.50. Please click [HERE](#) for inventory detail.

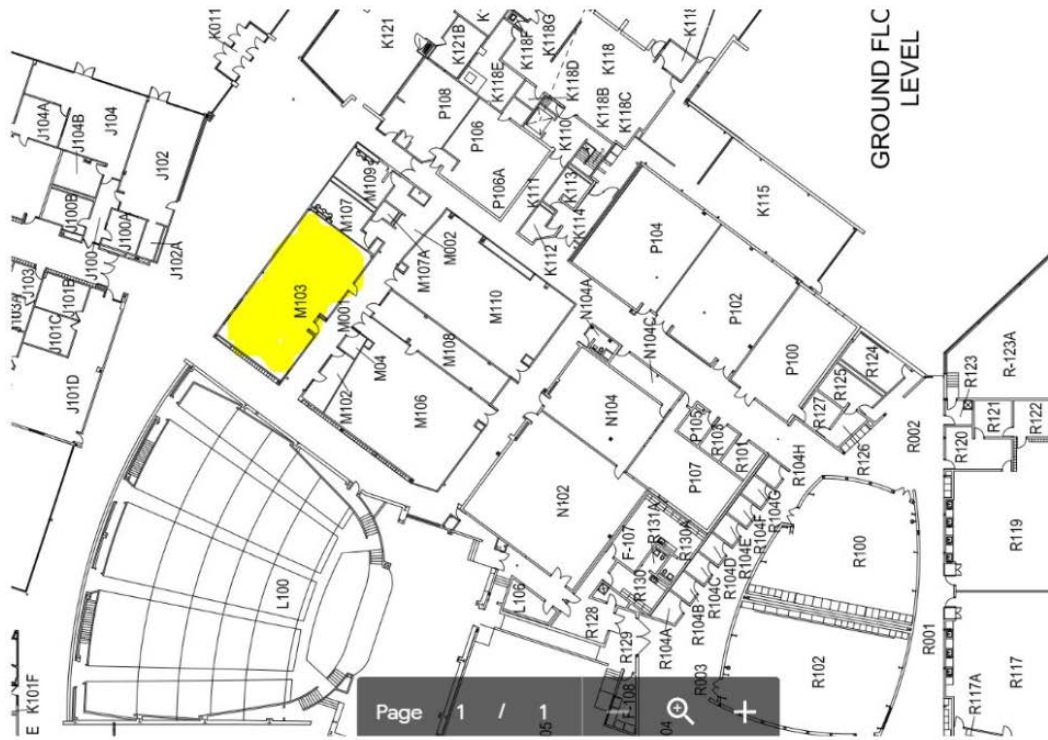
Current inventory value at DHS: \$72,909. Please click [HERE](#) for inventory detail.

**Q5:** How long has it been since the Bookstores were renovated? Can you please provide a PDF file or preferably an AutoCAD drawing of the bookstore location?

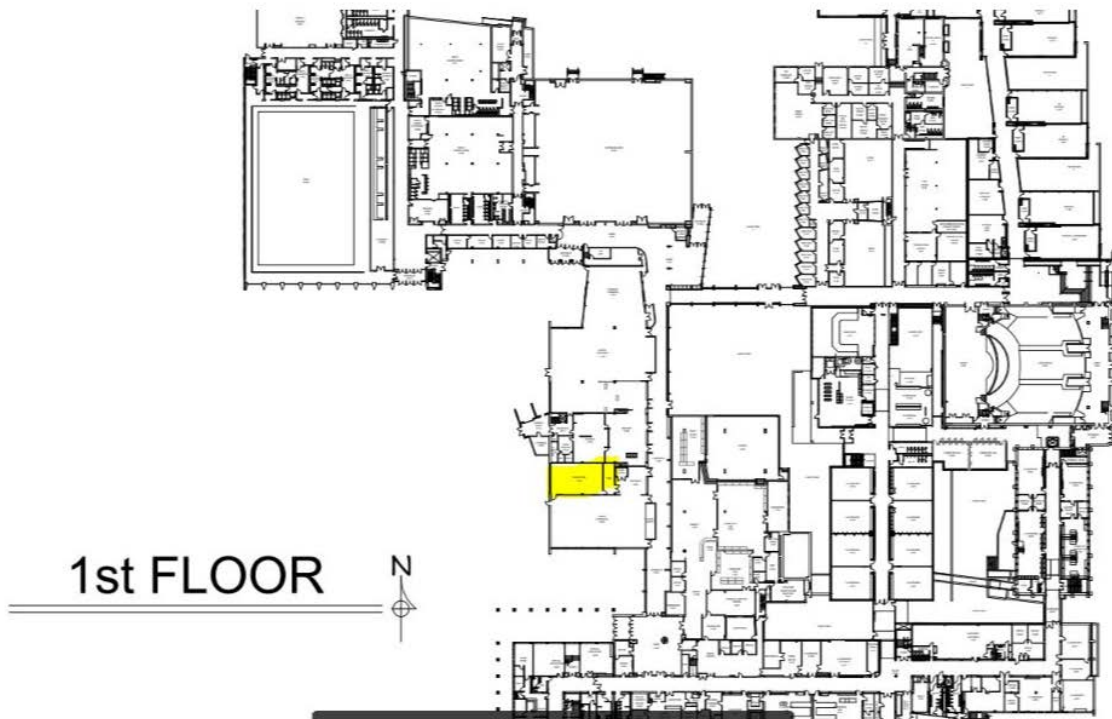
**A:** Please request CAD drawings from Luda Koch ([lkoch@dist113.org](mailto:lkoch@dist113.org)).

**Below are snip shots of the bookstore spaces with the bookstores highlighted in yellow. These snip shots reflect the current locations and approximate sizes of the bookstores; however, they are a couple of years old. Highland Park High School will be changing with the renovations this coming summer.**

Deerfield High School



Highland Park High School



**Q6:** Can we get a breakdown on total sales that includes subtotals on course material sales, school supplies, spirit wear, etc?

**A: Please see Q1.**

**Q7:** What portion of the \$2 million mentioned in the RFP is from bookstore sales vs collected fees?

**A: Please see Q1.**

**Q8:** What is the staffing in the two current stores and what are the costs associated with those positions?

**A: Please see Q3.**

**Q9:** Can we have an extension past November 8th to submit our response?

**A: Yes, the District is granting an extension to submit RFP responses. Please submit your responses by 2:00 p.m. on Monday, November 18, 2019.**

