



**DATE: May 1, 2018**

Joliet Junior College  
 1215 Houbolt Road  
 Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Textbook Buyback, Used Textbook Procurement, & Textbook Rental Program  
**JJC PROJECT NO.:** R18009

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

**RFP Schedule Change:**

The time of the RFP opening has changed; proposals will be due by 3:00 pm on May 14, 2018.

Date (2018)	Event
April 20, 2018	Vendors contacted via email / advertised
April 27, 2018 by 4:00 p.m. CST	Last date/time for submission of written questions via email to purchasing@jjc.edu
May 1, 2018 by 4:00 p.m. CST	Responses to questions emailed
<b>May 14, 2018 @ 3:00 p.m. CST</b>	<b>Proposals must be submitted to the attention of: Janice Reedus, Director of Business &amp; Auxiliary Services, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431</b>
May 14-18, 2018	JJC Evaluation Team reviews proposal
June 14, 2018	Notification of Award

**Questions Received:**

1. Can you provide the total number of rental units returned to wholesalers and total dollar reimbursements from wholesalers for the past four terms?

**Spring 2018**

***Rentals returned to wholesaler: not yet determined***

***Rental Reimbursements: \$11,555.90***

**Fall 2017**

***Rentals returned to wholesaler: 213***

***Rental Reimbursements: \$34,217.02***

**Summer 2017**

***Rentals returned to wholesaler: 54***

***Rental Reimbursements: \$5,193.29***

**Spring 2017**

***Rentals returned to wholesaler: 104***

***Rental Reimbursements: \$35,940.90***

2. Will you provide the past 2 years headcount and FTE?

**Spring 2018**

***FTE 7,947***

***Headcount 14,912***

**Fall 2017**

***FTE 8,479***

***Headcount 14,910***

**Spring 2017**

***FTE 7,800***

***Headcount 14,453***

**Fall 2016**

***FTE 8,662***

***Headcount 15,383***

3. Would you provide clarification of the licensing fees, software maintenance fees required for buyback equipment which is to be paid for by the successful vendor?

***The vendor must provide computer equipment needed (i.e. computer workstation/laptop and peripherals such as a mouse and scanner, etc.) to conduct buyback at our end of semester buyback events. The number of workstations/laptops needed depends on the number of required buyers. Workstations/laptops must be loaded with the version of Booklog used by the JJC Bookstore (currently 13.5.047). Please contact ComputerWorks of Chicago, Inc. for the base licensing fees and textbook management module pricing.***

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature