



**DATE: April 18, 2015**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Textbook Buyback & Rental Program  
**JJC PROJECT NO.:** R16005

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.

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**Questions Received:**

1. Does JJC require a textbook buyer onsite at both campuses during buyback or just on the main campus?
  - A) **Yes, both sites require vendor representation in the form of experienced and bonded and insured buyers:**
    - **End of Semester Buyback for Fall and Spring semesters require (2) buyers for the Main Campus and (1) buyer for the Romeoville Campus**
    - **Summer I & II Buyback require (1) buyer at the Main Campus only**
    - **Fall and Spring Beginning of the Semester Buyback require (1) buyer at the Main Campus only**
    - **Both Professor Buys require (2) buyers at the Main Campus only**
  
2. Will you please provide 3 year history of textbook sales (broken down in New, Used, Rentals and Digital)
  - A) **Digital and Rental Sales cannot be broken down with our current reporting. These sales numbers include digital and rental collection fees.**

	New Books	Used Books
FY 2016 YTD	\$ 2,979,257	\$ 1,231,205
FY 2015	\$ 3,382,970	\$ 1,425,377
FY 2014	\$ 3,653,477	\$ 1,359,307
FY 2013	\$ 3,763,200	\$ 1,460,575

3. Is the buyback data provided the total of books purchased for JJC and Follett combined?  
A) **Yes, the numbers include store and wholesale buys.**

4. Will you provide rental totals (units, dollars, new and used)?  
A) **Used and New rentals cannot be reported separately at this time.**

	Number of Units Rented	Rental Fees Collected (excluding wholesaler reimbursements)
Summer 2015	519	\$ 26,840
Fall 2015	1,795	\$ 113,195
Spring 2016	433	\$ 23,637

5. How many titles in total were available for rent this past year?  
A) **Rentals started for the Summer 2015 term. The Summer 2015 term had 163 titles available, Fall 2016 term had 170 titles available, and the Spring 2016 term had 176 titles available. Our goal is to increase wholesale titles for rent, have the flexibility to supplement rentals with other vendors, ability to supplement rentals with local titles, competitively price rentals to increase the store's market share, and continue to partner with our wholesale partner to find new ways of delivering affordable course materials to students.**

6. Will you provide current commission received from current wholesaler for buy, guide, & store-stock shipments?  
A) **This information is proprietary and will not be released.**

7. How many buyers have been provided from your current wholesaler to run buybacks over the past three years?  
A) **The number of buyers received is consistent with the requirements specified in question #1:**

- **End of Semester Buyback for Fall and Spring semesters require (2) buyers for the Main Campus and (1) buyer for the Romeoville Campus**
- **Summer I & II Buyback require (1) buyer at the Main Campus only**
- **Fall and Spring Beginning of the Semester Buyback require (1) buyer at the Main Campus only**
- **Both Professor Buys require (2) buyers at the Main Campus only**

8. Will you provide 5 year full time enrollment?

	Headcount	FTE (based on 15 credit hours)
Fall 2015	14,944	8,699
Fall 2014	15,776	9,020
Fall 2013	16,870	9,637
Fall 2012	15,589	9,431
Fall 2011	15,322	9,617
Spring 2016	14,442	8,050
Spring 2015	15,888	8,663
Spring 2014	16,375	8,962
Spring 2013	17,706	9,495
Spring 2012	16,079	9,461
Summer 2015	6,906	2,361
Summer 2014	7,213	2,515
Summer 2013	7,692	2,657
Summer 2012	7,976	2,805
Summer 2011	8,332	2,881

9. Will you provide the end date for your system agreement with your current wholesaler?

**A) Yes, our agreement with Booklog ends on 8/31/2016 and is reviewed and renewed annually. Our current textbook buyback, used textbook procurement, and textbook rental program agreement ends on 4/30/2016.**

10. Would you consider a system proposal included in this RFP response?

**A) No, at this time we are satisfied with Booklog as our POS and Textbook Management Software and are reviewing online adoption software and price comparison tools that can be implemented and used with Booklog.**

11. Regarding Item 10. Textbook Rental: How many units were rented in each of the semesters for which the buyback data was provided? In addition, how many of those units, if any, were kept in the store for sale or rental in the following term?

**A) The number of rentals we can report at this time are consistent with the figures reported in question #5. Rentals started for the Summer 2015 term and the title**

**count includes new and used copies of the same title. The Summer 2015 term had 163 titles available, Fall 2016 term had 170 titles available, and the Spring 2016 term had 176 titles available. In Fall of 2015 we kept a quantity of 1,359 units and for the Summer of 2015 we kept 344 units.**

12. Regarding Item 14. Buyback: C. All licensing fees, software maintenance fees for the buyback equipment will be paid by successful vendor. How many buyback terminals are required and what are the licensing fees and yearly maintenance fees for each?  
**A) Depending on the buyback event 1-3 computers/laptops are used by the wholesaler's buyer(s) at any given time. At this time, according to Booklog, the base license for Booklog is \$4,975 and the text management module is \$6,000. These prices are for the entire program and are subject to change. Currently (2) major wholesalers have paid licensing fees for laptops using Booklog. I would recommend contacting Booklog directly for any other questions regarding licensing and fees.**
13. Regarding Item 14. Buyback: i. Wholesale book price guarantee. Would you please clarify what you are looking for in this item?  
**A) We are looking for a wholesaler with a textbook database that is consistently researched, updated, and has a high standard for accuracy to support our initiatives to competitively price buybacks for local/store titles. This wholesaler pricing guide also serves as a "price guarantee" for the store while the pricing guide is in use. We are looking for a pricing guide that has an extensive course materials database, is consistently updated with the most current pricing data, and is easy to load into Booklog.**
14. Regarding Item 14. Buyback: j. Commission payments as required documentation. Would you please clarify what you are looking for in this item?  
**A) We would like to know the commission structure reported as a percent paid from reports generated directly from our systems which include, but may not be limited to, percent paid for wholesale buybacks, professor buys, and all store stock shipments.**
15. Regarding Item 14. Buyback: Typical Buyback Schedule. How many buyers are typically are utilized each day to staff the buy schedule presented?  
**A) The number of buyers utilized is consistent with the requirements specified in question #1:**
- a. End of Semester Buyback for Fall and Spring semesters require (2) buyers for the Main Campus and (1) buyer for the Romeoville Campus**
  - b. Summer I & II Buyback require (1) buyer at the Main Campus only**
  - c. Fall and Spring Beginning of the Semester Buyback require (1) buyer at the Main Campus only**
  - d. Both Professor Buys require (2) buyers at the Main Campus only**
16. Regarding Item 14. Buyback: Buyback Data. The data provided is for total dollars spent. Would you please provide the breakout on what portion of each of those figures was wholesale?

Wholesale Buys	
Fall 2015	\$ 4,847.50
Summer 2015 (all)	\$ 3,227.25
Spring 2015	\$ 21,597.00

**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 Reodus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

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

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

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Title

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Signature