



**ADDENDUM**

3/21/2018

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 18-797 Bookstore and Retail Operations  
Date Issued: 3/9/2018  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: Friday, April 13, 2018

This addendum consists of six (6) pages.

**Questions from Offerors:**

1. University Bookstore Location: Are there plans to relocate the Bookstore within the next 5 years?
  - a. There are not currently plans to relocate the Bookstore, but the university will take into consideration for all suggestions that may be presented in RFP responses that may align with UMW goals for this project.
2. Verba: The RFP states the contract ends 6/30/18 but has 4 one-year renewal options. Please confirm the renewal options are not automatic.
  - a. The Verba renewals are not automatic.
3. Indirect Cost: Please specify what the annual indirect cost of \$100,000 is.
  - a. Indirect Cost is an annual cost to operate that is payable to the University of Mary Washington.
4. EagleOne Card: Is the University Bookstore charged a fee for EagleOne Card transactions? If yes, please provide this information.
  - a. The University Bookstore is not charged a fee for EagleOne card transactions. However, any implementation costs relevant to Blackboard and EagleOne (or any other tender type) will be the responsibility of the successful offeror.
5. Annual cost recovery: Is this \$100,000 in addition to the Indirect Cost referenced on Page 5 III-K? What does this annual recovery cost cover?
  - a. This is the same as the annual Indirect Cost. It is not in addition to it.
6. Timeline: What is the University's anticipated contract start date?
  - a. Intent to award is tentatively scheduled for July, with stakeholders kick off meeting in August. Implementation timeline may change to accommodate the academic calendar and other University-wide projects.
7. Bookstore Facility: Please provide a CAD of the current Bookstore facility. When was the bookstore last renovated?
  - a. See CAD attachment below. Bookstore is identified as #306.

8. Inspection of Facility: We respectfully request a tour of the University Bookstore facility be provided so contractors may view both public and non-public areas of the Bookstore.
  - a. There will be a tour of retail and storage spaces after the 3/26/18 Pre-Proposal meeting.
9. Textbook Rentals: Why are rentals not included as sales?
  - a. Rentals are included in Dept. 10 sales totals.
10. Please define “rental rebate”.
  - a. Rental rebate is relevant to the existing Nebraska Book rental agreement, available in Cobblestone.
11. Computers/Electronics: Please provide these sales separately for FY16; FY17; FY18 ytd.
  - a. FY16 – FY17 sales are included in Dept. 40 on Attachment E.
12. Dept. Special Orders: What products fall into this category?
  - a. Dept. Special Orders are orders placed on behalf of campus departments at a nominal markup. Most product types are included in this category.
13. Additional items: Are there any product restrictions?
  - a. Product Restrictions include but are not limited to:
    - i. <https://www.umw.edu/residencelife/before-you-get-to-campus/move-in/prohibited-in-residence-halls/>
    - ii. Alcohol, tobacco products, anything that does not protect or enhance the image of the University of Mary Washington.
    - iii. The contract administrator shall have the final word on any product deemed inappropriate.
14. Textbook Rentals: Please add a line for textbook rentals to the sales projections?
  - a. Attachment L: Offerors may edit/add as needed for additional information, including a line for rentals.
15. Third Party Agreements: Is the University currently engaged in or pending any third-party relationships where course materials bypass the bookstore? If yes, please provide the vendors and the courses involved.
  - a. No third-party agreements where course materials bypass the bookstore are known to exist.
  - b. Additional Information Found at: <http://www.umw.edu/news/2018/03/20/umw-professors-transform-education-with-open-textbooks/>
16. Dual Enrollment Program: Does the University participate in any dual enrollment programs? If yes, please provide details along with any special pricing, discounts or arrangements that are extended to these students. If yes, where are these sales noted? If yes, please provide these sales for FY16; FY17; FY18 ytd.
  - a. Dual Enrollment information may be found here: <http://publications.umw.edu/undergraduatecatalog/admission-and-enrollment/dual-enrollment/>
  - b. There are no noted sales specific to a dual enrollment program.

## ATTACHMENT M Part 2 - SMALL BUSINESS SUBCONTRACTING PLAN

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

### DEFINITIONS:

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

## ATTACHMENT M Part 2 - SMALL BUSINESS SUBCONTRACTING PLAN (CONT'D)

### Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

**Check Only One:**   ☐ Small Business   ☐ Small and Woman-Owned Business   ☐ Small and Minority-Owned Business

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

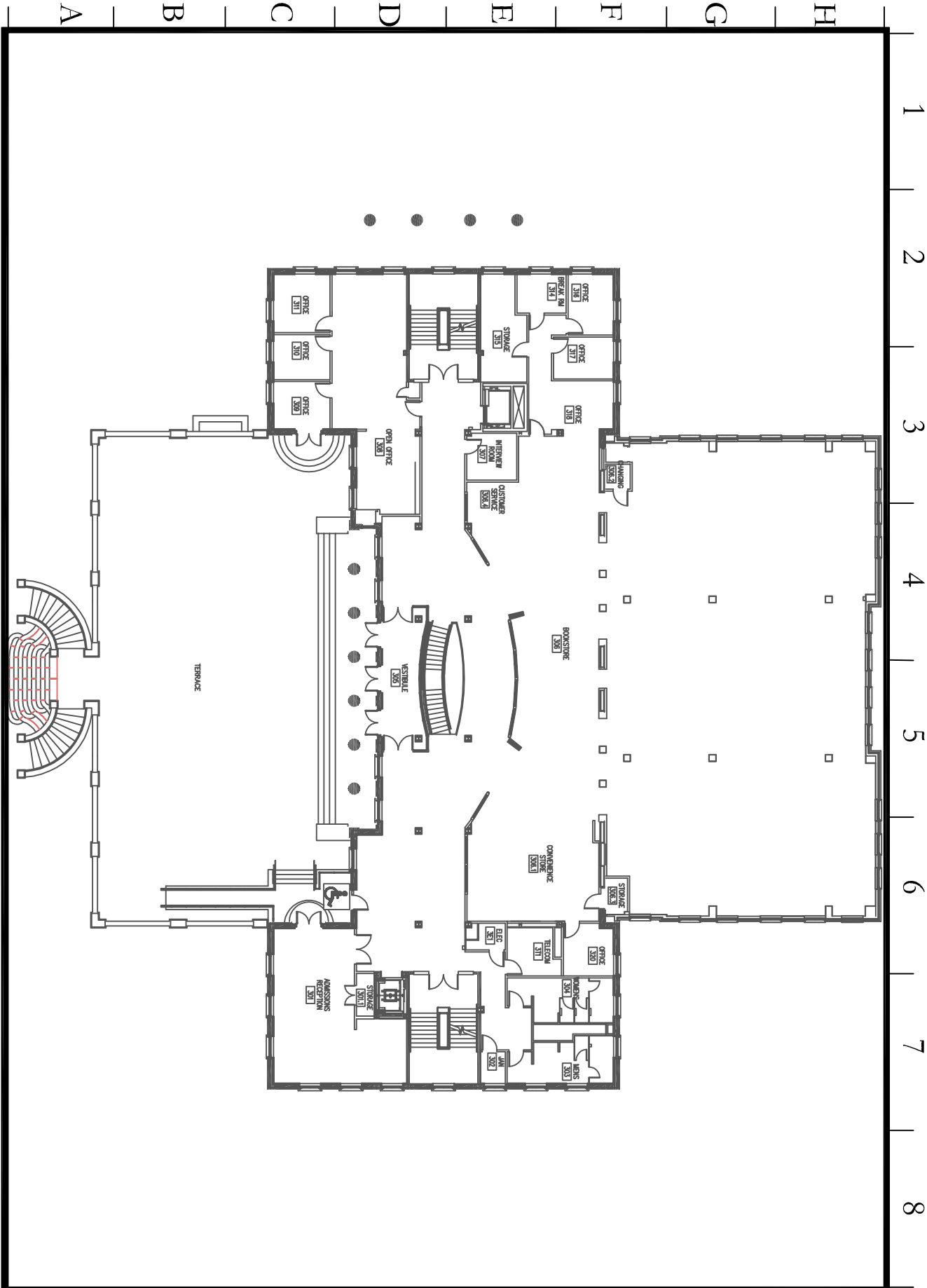
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### Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Women (W) or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
Total Planned Subcontracting Spend (\$)					



UNIVERSITY OF  
MARY WASHINGTON  
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22401

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University of Mary Washington  
Fredericksburg, Va 22401

Project Code:

Date:	05-19-2011		
Design:			
Drawn:	B. Blair		
Review:			
Revisions:			
No.	Date	Describe	By
1	05-19-2011	Draw for Review	

THIRD FLOOR  
PLAN

Sheet  
A104

**END OF ADDENDUM NO. 1**

Angie Lilly  
Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1057

RFP 18-797 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_