

CABRILLO COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL (#RFP13-01)
BOOKSTORE LEASE/MANAGEMENT & OPERATIONS SERVICES

ANSWERS TO QUESTIONS FROM RESPONDENTS

NOVEMBER 14, 2012

1) Page 8 of the RFP lists the past three fiscal year sales volumes at:

\$2,766,506 (11/12)

\$3,078,554 (10/11)

and \$3,675,252 (09/10)

The final page of the document titled "Cabrillo College Bookstore – Historical Trends" lists total income of:

\$2,849,438 (11/12)

\$3,213,982 (10/11)

and \$3,856,869 (09/10).

Can you verify which are accurate?

Answer: Both sets of data are accurate. The "Cabrillo College Bookstore – Historical Trends" (Exhibit C-2) includes the total income, including a federal grant, contributions, gifts and other miscellaneous income (interest income, commissions, and discounts). The sales volumes on P. 8 of the RFP include all sales (book and non-book) and rental book income, but not non-sales revenue indicated in the sentence above.

2) Can you provide the enrollment FTE's for the past 3 years?

Answer:

2009-10 Headcount: 22,330 FTES: 12,515

2010-11 Headcount: 20,851 FTES: 11,856

2011-2012 Headcount: 19,614 FTES: 11,434

3) Of the 9,630 sq feet of bookstore space, could you identify how much of that is dedicated retail space?

Answer: Approximately 7500 s/f is dedicated retail space.

4) Does the college currently have any exclusivity contracts with other vendors providing goods or services that the bookstore could provide?

Answer: The District has an exclusivity contract with Pepsi for beverages. Per this agreement, 10% of the shelf space allocated for beverages in the Bookstore may be used for the sale of Beverage products in categories not available from Pepsi, e.g. milk, sparkling water, packaged smoothies and organic juice products.

5) Can you verify what percentage of sales were paid for with financial aid over the last full fiscal year?

Answer: This data is not collected by the district and therefore not available.

6) Could you also please send a list of employees (and titles) that the vendor would be required to keep on staff, as well as their total salary and benefit costs over the most recent year?

Answer:

BOOKSTORE SALARIES & BENEFITS 11-12

			<u>SALARIES</u>	<u>BENEFITS*</u>	<u>TOTAL</u>
TEXT BUYER	0.8	12	30,393	22,599	52,992
MDSE BUYER	0.8	12	40,323	20,509	60,831
BKST OPER ASST	0.8	12	39,566	20,442	60,008
BKST ASST II	0.6	12	20,090	8,758	28,848
<u>BKST ASST II</u>	<u>0.8</u>	<u>11</u>	<u>26,712</u>	<u>14,648</u>	<u>41,360</u>
TOTAL			157,084	86,955	244,039

***Benefits include payroll taxes and worker's comp premium.**

7) A listing of existing bookstore staff by title (no names are necessary – titles would be ideal), with salary and benefit cost (monthly or annually).

Answer: As per answer to question #6 above.

8. Page 8, Section 1a.

Please clarify/reconcile the 2011-12 gross sales as stated on page 8 and exhibits C-1 and C-2.

Answer: As per answer to question #1 above.

9. Page 13, Section VII A 2.

Please provide salary and benefit information for the 5 classified employees.

Answer: As per answer to question #6 above.

10. Page 14, Section 7.

What is the current minimum wage for student employees?

Answer: \$8.00 per hour.

11. Page 16, Section 3.

What is the estimated utilities cost that would be reimbursed to the College?

Answer: Based on the 11/12 District wide utilities costs, the estimated utilities cost for the Bookstore would be \$1,001.52 per month (i.e. approximately \$.104 per square foot/month).

12. Page 50, Section Exhibit C-2

What comprises the \$94,613 in Non-Merchandise sales, and the \$279,629 in Other Income?

Answer:

\$94,613-- \$83,413 student paid course materials fees, \$11,200 online-order shipping fees, misc. event tickets, return check fees

\$279,629-- \$127,808 sales of trade books, computer supplies, non-computer electronics, art books, other supplies; \$44,258 Federal Department of Education grant ; \$10,900 gifts/contributions (from Student Senate); \$68,890 book rental income; \$227 interest income; \$27,169 misc. income (commissions); \$378 discounts