



REQUEST FOR PROPOSAL (RFP)

**RFP-445 Online Bookstore Services**

**Addendum #2**

To provide answers to question #14 and 21

Bidders must include the attached **Addendum Acknowledgement** with their technical proposal.

**Addendum Issue Date: 2-28-25**

**SUBMITTAL DUE DATE AND TIME:**

One (1) **original technical and cost proposal** plus one (1) convenience copy, as well as an electronic copy (submitted on a USB drive) to:

Monica J. Cochran  
Director of Procurement  
Fairmont State University  
Hardway Hall Room 305  
1201 Locust Avenue  
Fairmont, WV 26554  
Fax: (304) 367-4706

The outside of the envelope or package(s) for both the technical and the cost proposal should be clearly marked:

REQ/RFP #: RFP-445  
Opening Date: **March 17, 2025**  
Opening Time: 3:00 p.m.

Late submittals will not be accepted. Proposals will be accepted until the time and date specified.

**ADDENDUM ACKNOWLEDGMENT: (must be included with your technical proposal)**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal.

Addendum Nos.:

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_Signature

\_\_\_\_\_Company

14. Please provide sales by departments for the current contract period: June 1, 2024, to present? Has the institution implemented an inclusive access program? If so, what percentage of courses utilize Inclusive Access and how much revenue is generated from Inclusive Access?

**See attached.**

21. What are the current auxiliary revenues and/or commissions generated by the bookstore?

**See attached**

Fairmont State University  
June 2023 to May 2024  
Sales by Department Report

Account Description	June-23	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	FY24
Used Text	374.00	2,799.00	22,999.18	1,186.07	194.25	24.75	576.75	16,373.82	2,042.75	82.00	24.00	592.25	47,268.82
New Text	406.74	13,449.07	117,576.52	11,972.07	327.75	(0.00)	1,887.45	78,841.18	12,418.14	(242.25)	446.50	3,033.99	240,117.16
Digital Text	1,213.47	1,371.92	15,866.67	1,386.60	(24.79)	(31.41)	413.28	8,642.02	1,710.96	45.90	-	455.54	31,050.16
Gen Books/Non-Emblem	324.00	209.95	1,279.40	621.79	232.55	197.90	123.54	592.30	265.31	545.44	429.05	660.60	5,481.83
Supplies	116.97	58.27	3,324.73	1,985.42	701.08	351.78	467.35	2,481.75	746.30	211.13	405.74	296.24	11,146.76
Apparel	5,753.94	5,261.81	14,845.68	16,239.11	9,595.24	6,173.91	14,701.05	3,506.60	9,755.55	8,401.95	10,216.16	12,494.23	116,945.23
Gifts	579.42	423.20	1,577.96	1,099.70	421.87	411.35	1,117.21	255.11	308.73	732.38	947.83	1,055.15	8,929.91
Convenience	37.74	3.41	66.56	143.64	182.15	88.89	158.65	74.05	76.57	117.34	78.37	68.10	1,095.47
Graduation	-	165.00	323.50	789.50	155.00	124.00	15,833.44	-	-	10.00	495.00	15,984.23	33,879.67
Technology	27,541.83	9,273.88	44,496.63	18,966.48	9,108.62	4,100.60	5,189.08	3,473.61	14,969.85	8,979.70	9,198.05	14,459.68	169,758.01
Other Sales	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental - Collected	496.33	1,568.01	36,125.59	4,972.15	291.29	139.51	52.30	35,399.74	4,630.39	207.70	10.53	337.11	84,230.65
Rental - Disposal	(1,576.85)	-	636.42	30.15	-	-	5,573.97	(1,430.05)	728.24	-	30.27	6,749.82	10,741.97
Campus Card	-	-	-	-	-	-	-	-	-	-	-	-	-
Course Adopted Supplies	166.74	1,955.87	16,123.59	1,737.01	139.44	547.96	19,254.99	7,987.03	2,412.88	482.08	8,137.78	46.00	58,991.37
<b>Gross Commissionable Sales</b>	<b>35,434.33</b>	<b>36,539.39</b>	<b>275,242.43</b>	<b>61,129.69</b>	<b>21,324.45</b>	<b>12,129.24</b>	<b>65,349.06</b>	<b>156,197.16</b>	<b>50,065.67</b>	<b>19,573.37</b>	<b>30,419.28</b>	<b>56,232.94</b>	<b>819,637.01</b>
Rent Exempt Fees	(27,755.82)	(9,616.58)	(45,718.89)	(20,140.45)	(9,432.41)	(4,625.53)	(6,033.82)	(3,562.78)	(15,349.46)	(9,423.78)	(9,788.21)	(15,505.08)	(176,952.81)
Other Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
Regalia - Commissions	-	-	-	-	-	-	-	-	-	-	-	-	-
Blackhawk - Commissions	-	-	-	-	-	-	-	-	-	-	-	-	-
Software Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Commissionable Sales</b>	<b>7,678.51</b>	<b>26,922.81</b>	<b>229,523.54</b>	<b>40,989.24</b>	<b>11,892.04</b>	<b>7,503.71</b>	<b>59,315.24</b>	<b>152,634.38</b>	<b>34,716.21</b>	<b>10,149.59</b>	<b>20,631.07</b>	<b>40,727.86</b>	<b>642,684.20</b>

Fairmont State University  
June 2024 to January 2025  
Sales by Department Report

Account Description	June-24	July-24	August-24	September-24	October-24	November-24	December-24	January-25	February-25	March-25	April-25	May-25	FY25
Used Text	1,122.75	1,171.50	13,118.79	8,194.83	592.00	(199.50)	269.25	5,413.25	-	-	-	-	29,682.87
New Text	2,368.34	4,160.12	35,574.63	40,249.79	1,224.72	112.76	625.95	19,697.07	-	-	-	-	104,013.38
Digital Text	1,025.37	398.76	6,344.58	6,241.54	115.17	25.60	29.18	4,473.23	-	-	-	-	18,653.43
Gen Books/Non-Emblem	374.40	955.16	839.50	966.10	81.02	44.85	6.95	252.24	-	-	-	-	3,520.22
Supplies	452.33	75.79	1,279.92	4,055.71	461.50	465.96	123.91	670.46	-	-	-	-	7,585.58
Apparel	11,613.15	4,196.44	10,472.85	12,703.40	11,320.01	5,870.01	11,634.65	1,322.05	-	-	-	-	69,132.56
Gifts	907.06	303.86	1,060.75	756.45	878.00	341.40	529.92	209.47	-	-	-	-	4,986.91
Convenience	19.86	25.75	112.41	316.14	86.23	58.15	57.18	3.09	-	-	-	-	678.81
Graduation	-	-	-	-	-	5,223.00	11,375.96	156.60	-	-	-	-	16,755.56
Technology	8,443.50	25,096.87	31,872.95	22,642.03	5,172.70	1,221.06	1,568.10	3,846.87	-	-	-	-	99,864.08
Other Sales	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental - Recognized	170.40	591.94	2,857.73	11,469.42	7,683.10	8,010.87	5,487.27	1,034.14	-	-	-	-	37,304.87
Rental - Disposal	(681.94)	453.39	237.83	(86.40)	-	-	10,225.26	(3,992.72)	-	-	-	-	6,155.42
Campus Card	-	-	-	-	-	-	-	-	-	-	-	-	-
Course Adopted Supplies	1,053.42	1,233.92	5,158.92	9,302.42	388.75	29,863.96	29.00	6,049.07	-	-	-	-	53,079.46
<b>Gross Commissionable Sales</b>	<b>26,868.64</b>	<b>38,663.50</b>	<b>108,930.86</b>	<b>116,811.43</b>	<b>28,003.20</b>	<b>51,038.12</b>	<b>41,962.58</b>	<b>39,134.82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>451,413.15</b>
Rent Exempt Fees	(8,529.35)	(25,245.30)	(32,781.87)	(23,717.00)	(5,779.17)	(1,541.77)	(2,809.99)	(3,891.73)	-	-	-	-	(104,296.18)
Other Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
Regalia - Commissions	-	-	-	-	-	-	-	-	-	-	-	-	-
Blackhawk - Commissions	-	-	-	-	-	-	-	-	-	-	-	-	-
Software Commission	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Commissionable Sales</b>	<b>18,339.29</b>	<b>13,418.20</b>	<b>76,148.99</b>	<b>93,094.43</b>	<b>22,224.03</b>	<b>49,496.35</b>	<b>39,152.59</b>	<b>35,243.09</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>347,116.97</b>