



Purchasing Services
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Web Address: <http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx>

February 9, 2018

Invitation to Negotiate No.

18-16-MH

Entitled:

**Bookstore Management/Retail
Services**

Opening Date:

February 21, 2018 at 3:00 p.m.

Addendum No. 1

Review the following changes/additions/clarifications to Invitation to Negotiate (ITN) No. 18-16-MH Bookstore Management/Retail Services to be addressed in submitted proposals:

Below are the USF responses (in red) to the vendor questions we received for this solicitation.

1. Where is the ticket sales located in the Sun Dome? How much traffic comes through the main door?
Ticket sales are by the main entrance (Gate A).

Total attendance for Sun Dome events was approximately 170,000 last year. This includes games, graduations, school functions, concerts, etc.

There is no way to verify exact numbers by gate, but based on parking availability and what Athletics sees for their events, a general estimate is as follows:

- Gate A = ~ 40% of traffic (~68,000 last year)
- Gate B = ~ 30% of traffic (~51,000 last year)
- Gate C = ~ 20% of traffic (~34,000 last year)

- Gate D = ~ 10% of traffic (~17,000 last year)

2. How many kiosks do you have?

In addition to the Bull’s Team Store, which is open for basketball and volleyball, the current provider uses a trailer for men’s/women’s soccer and for football. In addition to the trailer for football, there are also 5 locations set up inside the stadium – 3 on the concourse and 1 at each club. A small kiosk is set up in the baseball complex for baseball/softball games.

Questions from Fanatics received on 1/15/18, 2/2/18

3. For the Bookstore ITN, is there storage/office space located in the Bulls Team Store?

No.

4. Can you also define what items would fall into the ‘other’ bucket?

DEPARTMENTS	FY '13	FY '14	FY '15	FY '16	FY '17
New Textbooks	35	-	2,318	-	-
Used Textbooks	-	-	2,232	-	-
Trade Books	3,785	379	18,465	423	796
Café & Convenience	99	652	775	537	817
Computer Products	45	125	83	90	139
Emblematic Clothing and Gifts	231,913	230,400	246,876	228,670	325,480
Other	14,090	21,841	20,146	13,590	18,057
School Supplies	490	420	148	169	50

The “Other” category includes the following:

- Non-Emblematic Clothing
- Graduation Products
- Dorm Furnishings
- Greeting Cards
- Backpacks
- Prints, Frames, Museum Shop
- Miscellaneous Sales

5. Are the ecommerce numbers included in the total sales numbers? Same for the Bulls Team Store?

Yes, ecommerce numbers are included in total sales number, including the Bulls Team Store.

6. How are sales allocated for Football Games at Raymond James and other USF Athletic Events? Are they already accounted for in the total Bulls Team Store numbers?

Sales allocated for Football Games and other USF Athletics Events are included in the total Bulls Team Store sales figures.

7. Can Barnes and Noble send any Purchase Orders that will be delivered after 7/1/2018 that the new vendor would be expected to assume?

If there is a vendor change, it is anticipated that the current vendor will not have any open purchase orders as of 6/30/18. In the event of a vendor change, USF will expect professional coordination and communication among the vendors during a transition process.

8. How can we protect certain sensitive sections of our response from being subject to open records requests? In general is there a way to make sections or answers 'confidential' in our response?

As disclosed in Section 29 of the ITN:

29. PUBLIC RECORDS

Sealed Proposal responses received by the University pursuant to Invitation to Negotiate are exempt from the provisions of the Florida Statute Chapter 119 until such time as the University provides notice of an intended decision or until thirty (30) days after receipt of best and final offers, whichever is earlier.

Notwithstanding any confidentiality provisions in the Agreement, as an agency or subdivision of the State of Florida, University is subject to Chapter 119, Florida Statutes ("Florida Public Records Act"). As such, the Agreement and all associated materials and information may be considered a "public record." While University will endeavor not to voluntarily disclose the Agreement or other associated information, it reserves the absolute right to interpret its legal obligations under the Florida Public Records Act. Any necessary disclosure of the Agreement or any other information pursuant to a public records request shall not be considered a breach of any confidentiality provisions.

Further, Vendor may be considered a contractor of a public agency as defined in § 119.0701(1)(b), and may be required by law to keep and maintain public records related to its services; provide copies of, or allow inspection of, such public records to the University upon request; and ensure that exempt or confidential and exempt records are not disclosed except as authorized by law. Upon completion of the Agreement or performance of the services, Vendor may transfer all public records related to the services to University, at no cost to University, or may keep such public records in accordance with the applicable state record retention requirements. If Vendor chooses to transfer such records to University, Vendor shall destroy any duplicate records in its possession that are exempt or confidential and exempt from disclosure.

UNIVERSITY CANNOT PROVIDE LEGAL ADVICE TO VENDOR REGARDING ITS LEGAL DUTIES. HOWEVER, VENDOR MAY CONTACT UNIVERSITY'S CUSTODIAN OF PUBLIC RECORDS AT USFPURCHASING@USF.EDU OR 813-974-2481 IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE VENDOR'S DUTY TO PROVIDE AND MAINTAIN PUBLIC RECORDS RELATING TO THIS AGREEMENT.

University may unilaterally cancel the Agreement for refusal by Vendor to comply with the provisions of Chapter 119, Florida Statutes.

9. Can you please provide a roster of the attendees from the meeting, including University representatives?

USF Office of Supplier Diversity – Terrie Daniels
USF Treasurer's Office – Dawn Rodriguez
USF Aux. Contract Admin. – Ahad Diba
USF Health – Joe Ford, Stan Douglas, Adam Linton
USF St. Petersburg – Scott Hendershot
USF Sarasota-Manatee – Michelle Krueger
USF Purchasing – Michael Hernandez, Victoria Oprisko
Barnes & Noble – Andy Shaffer, Jennifer Russell, Brian Stark
Follett – Howard Taylor Jr., Kevin Renshaw
Fanatics – Jeff Chandler
College Bookstore Consultants – Tom Byrne

Addendum #1

10. Bulls Team Store sales broken out by sport for the last 3 years? What percentage were online vs. made through the physical store or at an event?

Files containing this information are available as attachments to ITN 18-16-MH on the USF Purchasing web site. <http://www.usf.edu/business-finance/purchasing/public-bids/pur-itn-7.aspx>

11. Attendance for sporting events for the last 3 years?

YEAR	TOTAL ATTENDANCE
2016-2017	406,329
2015-2016	341,092
2014-2015	338,773

12. A copy of the current university contract between Barnes and Noble and USF?

Vendors may request a copy of the current University contract(s) between Barnes and Noble and USF via a public records request by contacting Michael Hernandez USF Purchasing Manager mahernandez@usf.edu

13. Would the University consider an option that was a combination of Lot 1 and Lot 2 that focused on managing the Officially Licensed Apparel business inside the USF Bookstores as well as the Bulls Team Store?

Pursuant to the instructions contained within ITN 18-16-MH, contractors are invited to submit Proposals for Lot 1, Lot 2, or both Lots.

A contractor may submit alternate responses in addition to Lot 1 or Lot 2 if so desired. Alternate responses may be considered by the University at its sole and complete discretion.

14. Would the contractor have access to market to any university controlled databases? Alumni, previous bookstore customers, etc?

To date, the University has not given contractors access to any university controlled databases; any exceptions would be handled on a case by case basis.

Questions received from Follett, on 1/24/18

15. Can the University provide CAD files for each of the locations referenced on page 98 and linked on the website?

Yes, the files are available on the USF Purchasing web site as an attachment to ITN 18-16-MH. (see the link below)

<http://www.usf.edu/business-finance/purchasing/public-bids/pur-itn-7.aspx>

ATHLETICS

16. How many Athletic Venues are currently used for each sport basketball, volleyball, baseball, football?

In addition to the Bull's Team Store, which is open for basketball and volleyball, the current provider uses a trailer for men's/women's soccer and for football. In addition to the trailer for football, there are also 5 locations set up inside the stadium – 3 on the concourse and 1 at each club. A small kiosk is set up in the baseball complex for baseball/softball games.

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17. Please provide the sales for Athletic venues from the current and prior fiscal year and a break down by sport.

Files containing this information are available as attachments to ITN 18-16-MH on the USF Purchasing web site. <http://www.usf.edu/business-finance/purchasing/public-bids/pur-itn-7.aspx>

eCommerce

18. Please provide sales from ecommerce through the store website, total and by category.

Total web sales for the USF Tampa Bookstore through the store website equaled \$3,168,823 for FY 2017.

Course Materials - \$2,852,720

GM - \$ 316,103

Total sales from ecommerce for the Athletics Team Store is available, see answer to question 17.

SYSTEMS

19. Are University faculty using an on line adoption tool? If yes, is the on line adoption tool integrated into the LMS system and is it single sign on?

Yes, faculty use an on-line adoption tool that flows directly into the Bookstore's textbook system. The adoption tool is not yet integrated into the LMS system.

20. Is the Bookstore currently integrated with SIS and LMS systems for:

- Automated Course Import?

No. The University sends the Bookstore a course enrollment file that is uploaded into the Bookstore's textbook system.

- Single sign on for faculty adoptions in LMS?

Not to date. This project has been pending awaiting approval by the University department that manages the LMS (Canvas).

- Student single sign on in LMS for access to Digital Course Materials?

Pending, same as above.

- Registration integration to allow students to view and purchase materials at time of enrollment?

Yes.

- Financial Aid Integration with Bookstore Point of Sale system?

Yes.

COURSE MATERIALS

21. Is the University currently engaged in any third party relationships where course materials bypass the bookstore? If yes, who are the vendors and how many courses are affected?

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Yes. Wiley, Cambridge UP, Oxford UP, Elsevier, and Springer are all involved in supplying materials that could conceivably be used in courses. The number of courses is not available as this would require that the faculty self-report adoptions from these vendors.

22. Does the University and Campus Store participate in any course material fee programs?

Fee per course programs are not currently utilized at the University.

STAFFING/PERSONEL

23. Are there any current USF contract associates employed by the current vendor?

No, all Bookstore employees are employed by the current vendor/operator.

24. What is the tenure of the current store manager and text manager at each location?

This information is not available to USF as these positions are employed by current vendor/operator.

FINANCIAL

25. Is there a remaining balance of unamortized funds from recent remodels that subsequent vendor would be responsible for?

The University will fulfill its obligations under the current contract.

26. Will the current vendor or the University own the fixtures at the end of the current contract?

The University.

Questions from Barnes and Noble, received 2/2/2018

27. Is there undepreciated capital due to the current bookstore provider? If so, please provide the value of the undepreciated capital and confirmation of who will remit payment to the current bookstore provider.

Yes, there is undepreciated capital due to the current bookstore provider. The value of the undepreciated capital will be determined at the conclusion of the contract based on a full accounting of the capital and other possible factors. If the University transitions to a new vendor, the University will remit payment to the current bookstore vendor/operator.

28. Please provide USF's total website/online athletic merchandise sales for the last fiscal year.

See response to Question # 17.

29. Please provide total merchandise sales for all USF athletic events by location and by sport over the last fiscal year.

See response to Question # 17.

30. How many athletic events did the bookstore attend over the last fiscal year?

150 athletic games

Addendum #1

31. Referencing ITN Page 55, Section 6.10.i: Please quantify the contractor’s expected financial support for the USF Season Ticket Holder Gifts.

Contractors should review 6.10i and respond in 6.11f. USF will assess responses to this issue as part of the overall assessment of Proposals.

32. Please provide the number of USF academic programs that receive course material support from the USF Libraries (T.A.P.).

This information is not currently tracked. Faculty have the ability to use any resources available through the USF Libraries (e.g. print books/media, e-texts, OER) for their courses. This would require that the faculty self-report use of course material support from the USF Libraries.

33. Please provide the total sales for course material provided by USF Libraries for the Fall 2017 and Spring 2018 terms.

To our knowledge, the USF Libraries do not sell course material.

34. What gross margin/markup, including any and all fees, is applied to the course material provided by USF Libraries?

To our knowledge, the USF Libraries do not sell course material; thus, there is not gross margin / markup applied.

35. To better understand ways to partner with USF Libraries on delivery of course material, please provide a copy of all contracts between publishers and USF Libraries/T.A.P.

Not all of the contracts between publishers and USF Libraries/T.A.P. would be relevant to this ITN. Vendors may request a copy of the current University contract(s) between Barnes and Noble and USF via a public records request by contacting Michael Hernandez, Purchasing Manager mahernandez@usf.edu.

36. In order to gauge traffic at USF Health – Tampa Campus WELL Building, please provide the food concept sales at the WELL from July 2017 through December 2017.

Food concept (Rising Roll and Central Market) gross sales from July 2017 through December 2017 equaled \$198,666.

Note: Please note receipt of this addendum by signing and returning with your proposal response

Authorized Signature & Date

Print Name

Company Name