



# UNIVERSITY OF SOUTH CAROLINA

## AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS

FROM: Michelle Robinson, CPPB, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-2945-MR  
Provide Exclusive Management and Operation of the University's Bookstore for USC  
Aiken Campus

DATE: May 4, 2016

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This Amendment No.1 modifies the Request for Proposal only in the manner and to the extent as stated herein.

### **VENDOR QUESTIONS/ANSWERS**

**OPENING DATE CHANGED FROM MAY 12, 2016 TO MAY 19, 2016;  
TIME REMAINS THE SAME**

**CORRECTION OF E-MAIL ADDRESS: Should be  
[marobins@mailbox.sc.edu](mailto:marobins@mailbox.sc.edu)**

**CORRECTION OF NET SALES ON PAGE 14 – SHOULD READ:  
\$1,309,457.00**

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**BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO.1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

## QUESTIONS RECEIVED FROM VENDOR A

**QUESTION 1:** Section 3.4.1.4      **Convenience** – Please provide any product restrictions.

**ANSWER:** The stated page and section does not reference anything about convenience or product restrictions. 3.4.1.4 states: *“Food and snack items and other items currently sold in the University Bookstore and normally sold in other bookstores.”*

**QUESTION 2:** Section 3.4.4      **Carolina Card** – Please provide the program used by the Carolina Card.

**ANSWER:** The Carolina Card (aka Carolina Cash) is a university system wide program that allows students, faculty and staff to load money onto their ID (similar to a debit card or reloadable gift card) and enables patrons to use these funds at various on and off campus locations.

**QUESTION 3:** Section 3.4.14      **Course Pack Pricing** – Please confirm the current margin used for pricing course packs.

**ANSWER:** 25%.

**QUESTION 4:** Section 3.5      **Facility** – Please provide a CAD of the bookstore facility; - If a fixture diagram is available please provide as well.

**ANSWER:** See attached file and diagram

**QUESTION 5:** Section 3.5.14      **Utilities** – Please provide the actual utility usage by the bookstore.

**ANSWER:** It is difficult to identify an exact utility usage solely for this area as the entire building is metered together. That said, the Student Activities Center (SAC), where the Bookstore is located, utility usage (electric only) for the whole building amounted to \$170,465 for a 12 month period.

**QUESTION 6:** Section 3.6.6B      **Current Employees** – Please provide an organization chart for the current employees with employment start dates.

- Please provide payroll cost including benefits for 2013-2014 and 2014-2015.

**ANSWER:** See attached organizational chart;  
-2013-14 - \$187,085; 2014-15 - \$191,476

**QUESTION 7:** Attachment 1 Sales – Please provide what products make up the Miscellaneous category.

**ANSWER:** Miscellaneous items consist of; Graduation Merchandise, Health & Beauty items, General Merchandise, Stamp sales, Faculty Writings, Book Sales from Visiting Author Readings and Academy of Life Long Learning sales.

**QUESTION 8:** Please provide sales year to date for 2015-2016 by product category.

<b>ANSWER:</b> New Textbooks	768,334.85
Used Textbooks	121,838.16
Ebooks	3,201.18
Supplies	77,371.41
Clothing	56,223.87
Gifts	20,811.64
Drinks/Snacks	18,356.13
Misc	<u>44,175.39</u>
 Total Sales through 5/3/16	 \$1,110,312.63

**QUESTION 9: - Contracts / Agreements** – Are there currently any exclusive contract rights to a vendor for online courses/content? (Pearson, McGraw Hill, etc) E-Book requisitions? If yes, please provide details.

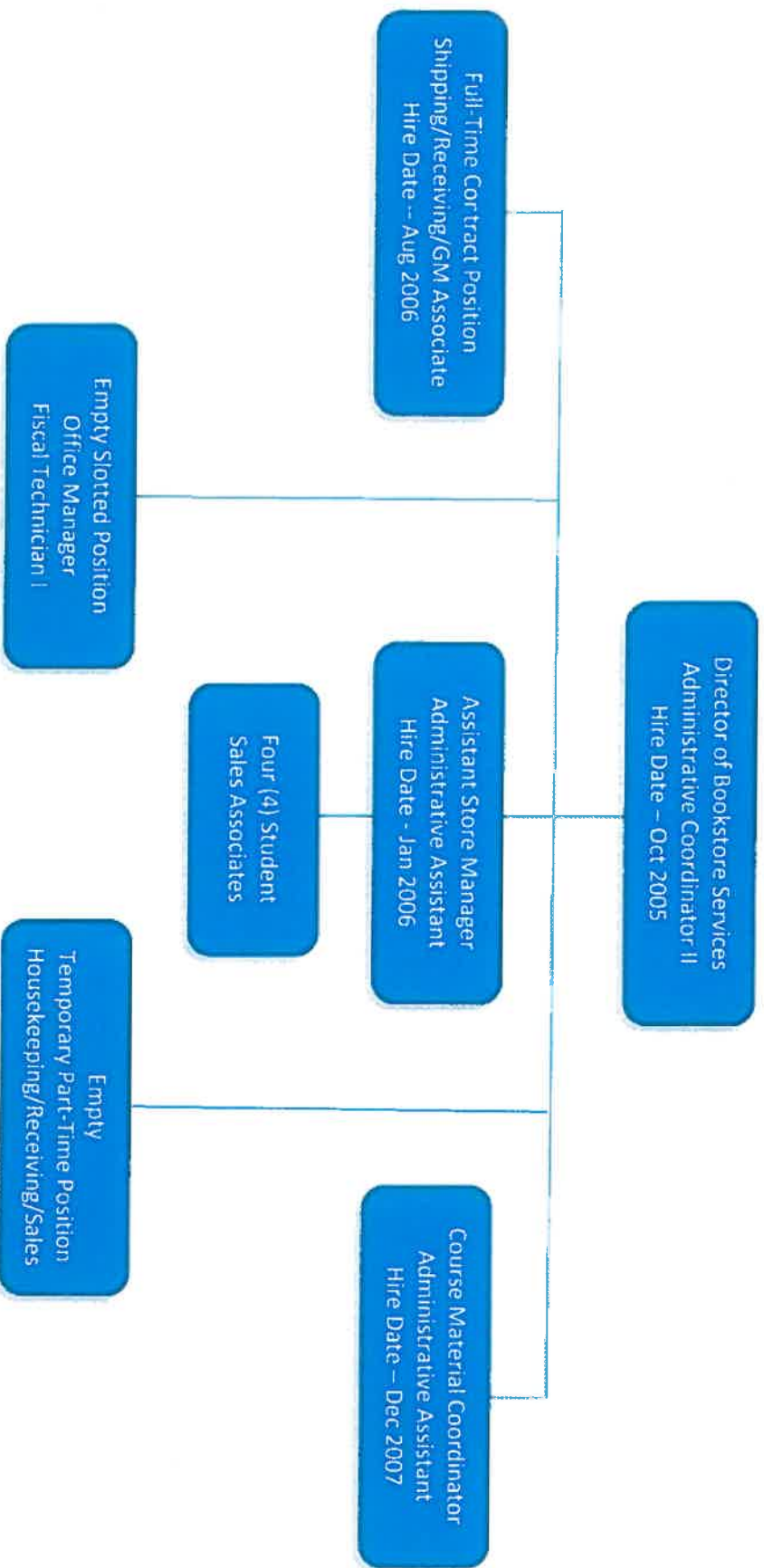
**ANSWER:** There are no current contracts in place for any particular vendor. However, the university engages in a non-binding agreement with RedShelf for EBooks.

**QUESTION 10: - Technology** – What Learning Management System does the University use?

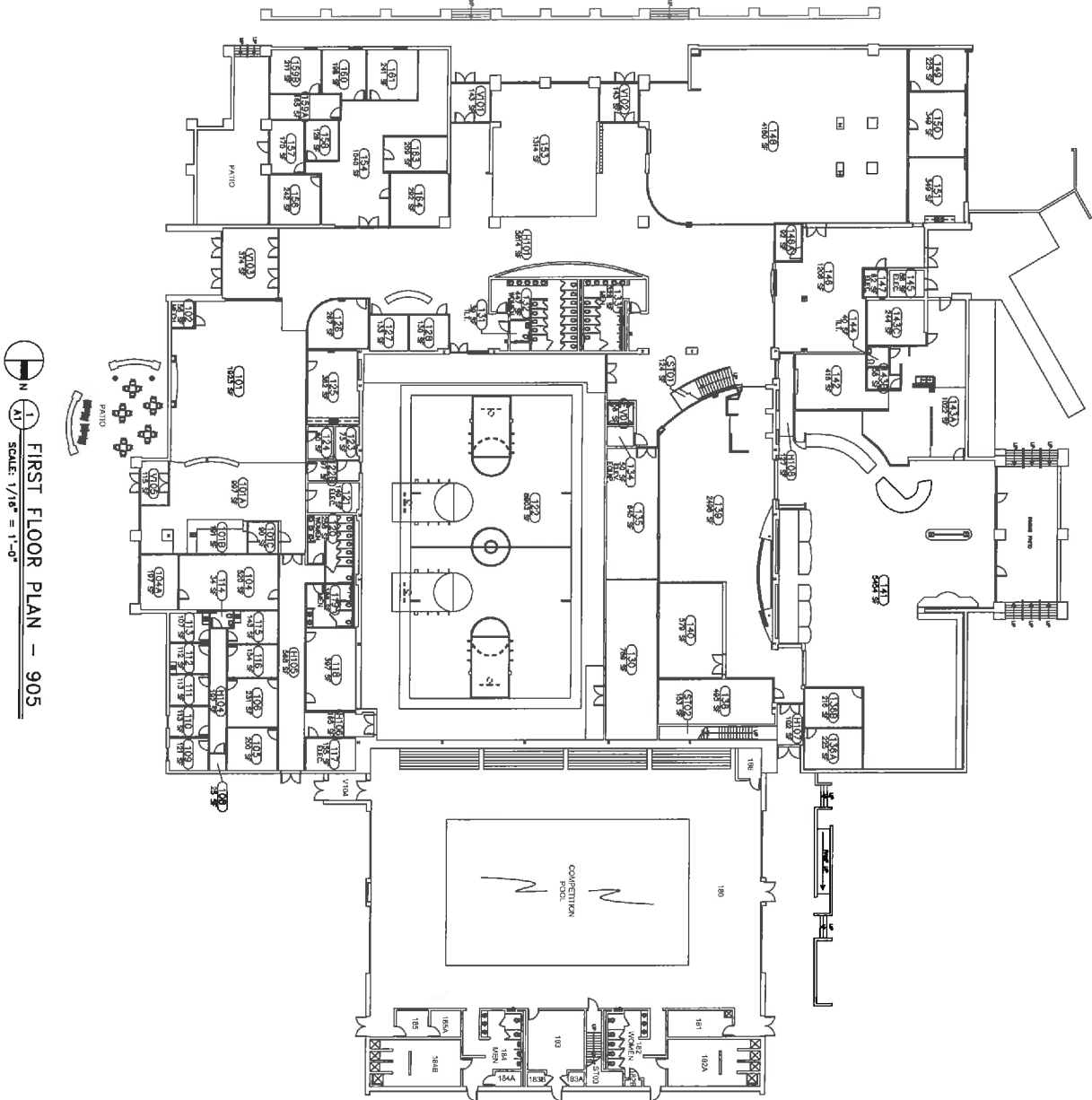
**ANSWER:** Blackboard

ATTACHMENTS  
Organizational Chart  
Floor Plans

# USC Aiken Pacer Shoppe Organizational Chart



Office Manager is a benefitted position and was not approved to be filled after the retirement of employee. The duties of this position were reallocated to the Director and Assistant Store Manager.



 N  
 N  
**FIRST FLOOR PLAN - 905**  
 SCALE: 1/8" = 1'-0"

**FIELD VERIFY DRAWING**

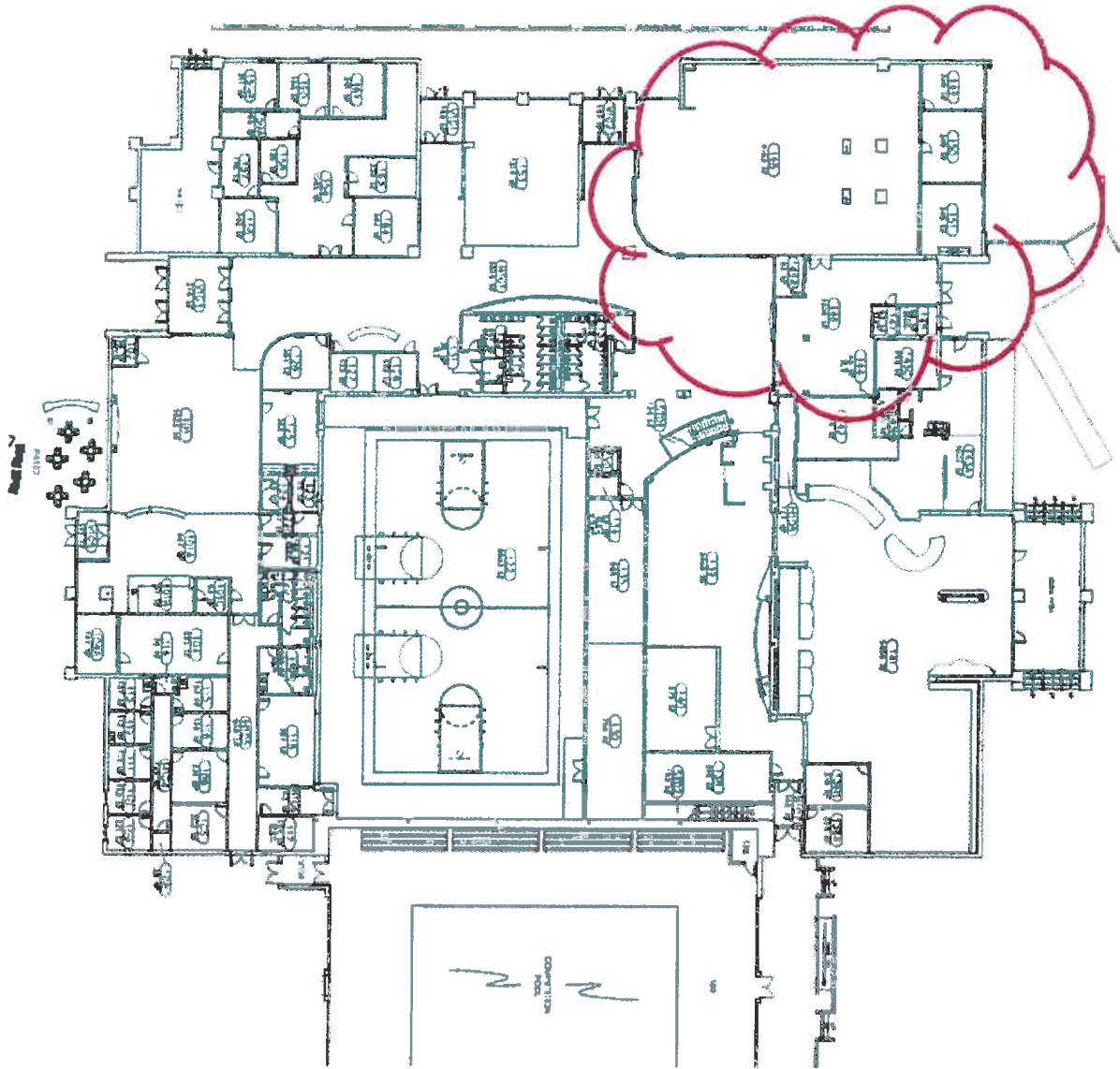
PROJECT TITLE: **SOFT PLAN - FIRST FLOOR**  
**STUDENT ACTIVITIES CENTER (AIKEN)**



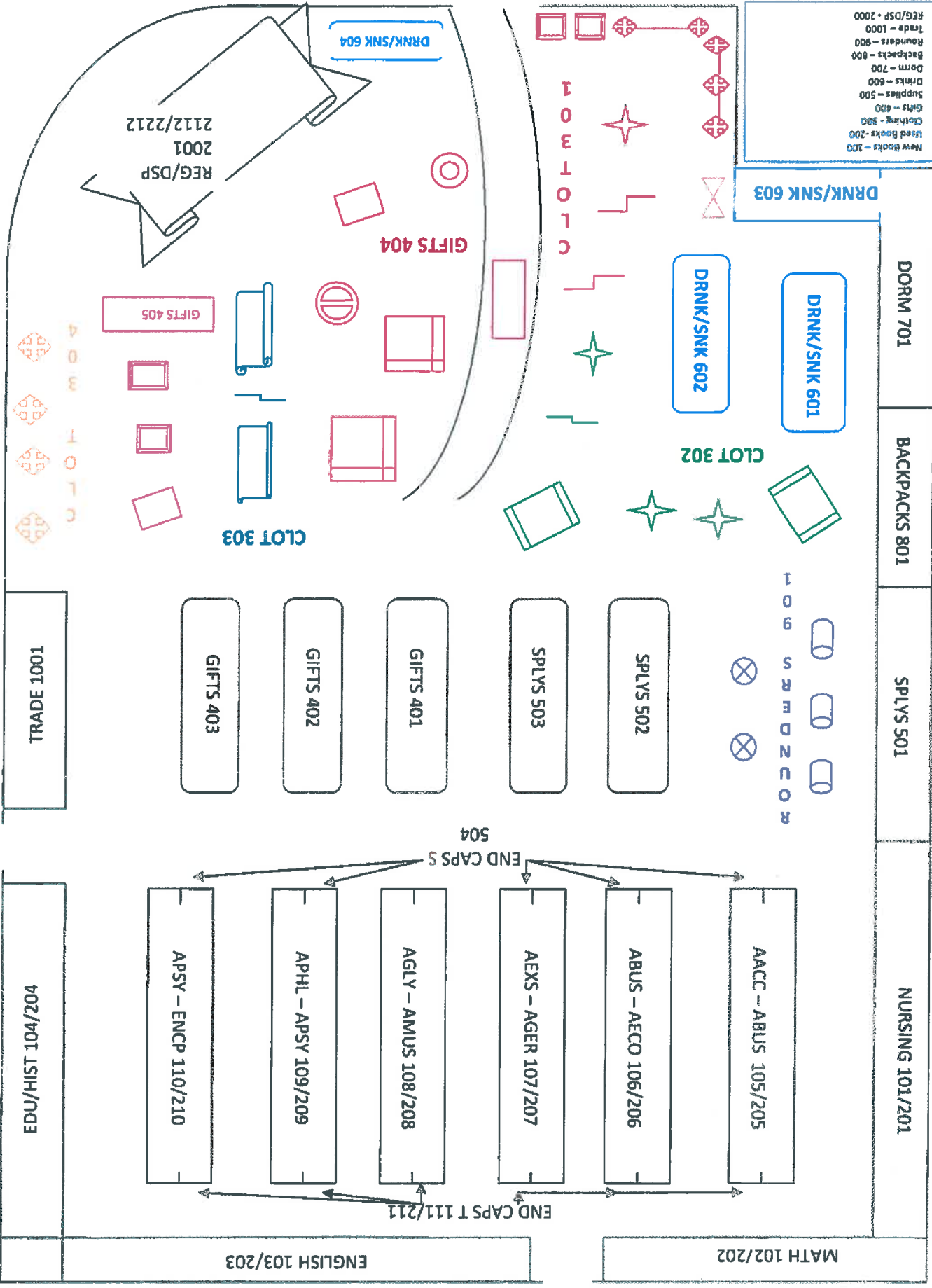
University of South Carolina

REV.	DESCRIPTION	DATE	DRAWN BY	CHECKED BY	SCALE
1	DRAWING CONVERTED BY FRAP FOR FAMECAD	02JUN04	RLJ	RLJ	
2	UPDATED PER AIKEN DRAWINGS				
3	UPDATED PER LATEST WALK THROUGH				
4	DRAWING EXPORTED TO FAMS DB PER SPACE REVIEW W/USCA				

**CAMPUS PLANNING**  
**AND CONSTRUCTION**  
 COLUMBIA, SC 29208



- New Books - 100
- Used Books - 200
- Clothing - 300
- Gifts - 400
- Supplies - 500
- Drinks - 600
- Dorm - 700
- Backpacks - 800
- Rounders - 900
- Trade - 1000
- REG/DSP - 2000



DORM 701

BACKPACKS 801

SPLYS 501

NURSING 101/201

DRNK/SNK 603

DRNK/SNK 601

DRNK/SNK 602

CLOT 302

CLOT 303

GIFTS 404

GIFTS 405

GIFTS 403

GIFTS 402

GIFTS 401

SPLYS 503

SPLYS 502

TRADE 1001

L O S A M P D Z C O X

END CAPS 504

END CAPS T 111/211

AACCC - ABUS 105/205

ABUS - AECCO 106/206

AEXS - AGER 107/207

AGLY - AMUS 108/208

APHL - APSY 109/209

APSY - ENCP 110/210

MATH 102/202

ENGLISH 103/203

404/104T HIST/ND3

REG/DSP 2001  
2112/2212

A O S T O I C

T O I L E T