

Bidder guarantees shipment from _____	Bidder's name Vendor _____
_____ within _____ days	Signed By _____
FOB _____ After receipt of order at address shown	Typed Name _____
Terms _____	Title _____
	Email _____
	Street Address _____
	City/State/Zip _____
	Date _____ Phone _____
BOG 43	Fein _____

SOLICITATION NUMBER: MU27BOOKSTORE

Addendum Number:⁰¹

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Provide the Mandatory In-Person Pre-Bid Meeting Attendance Sheet.
2. Provide Attachment C – Bookstore Three (3) Year Sales in its entirety.

NO OTHER CHANGES.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



**REQUEST FOR PROPOSAL
MU27BOOKSTORE
Campus-wide Bookstore**

ADDENDUM NO 01 ATTACHMENT A

This Addendum is issued to provide the Mandatory In-Person Pre-Bid Meeting Attendance Sheet. See next page.



Procurement Services
MANDATORY PRE-BID MEETING SIGN-IN SHEET

PROJECT NAME: Request for Proposal
PROJECT NO: MU27BOOKSTORE
MEETING PLACE: Memorial Student Center, Room 2Www
DATE: January 6, 2026, at 10:00am

Confirmed Attendees:

#	NAME	TITLE	REPRESENTING	PHONE	CELL	FAX	EMAIL
1.	MARC ECKHART	VP	BNC	979.571.5455			meckhart@bncollege.com
2.	Chuck Colella	Director	Barnes & Noble College	203.434.6164	"	"	ccollella@bncollege.com
3.	John Moritz	Proposal Manager	Bibliu	618.641.1487	-	-	john.moritz@bibliu.com
4.	Scott Sherman	Proposal Coordinator	eCampus	732-403-5196	-	-	ssherman@ecampus.com
5.	CHRIS KESICKE	SR. MGR	VITALSOURCE	330.554.4950			chris.kesicke@vitalsource.com
6.	CHAD SANDERS	GVP	Follett	416.319.5857			csanders@follett.com
7.							
8.							
9.							



**REQUEST FOR PROPOSAL
MU27BOOKSTORE
Campus-wide Bookstore**

ADDENDUM NO 01 ATTACHMENT B

This Addendum is issued to provide *Attachment C – Bookstore Three (3) Year Sales* in its entirety. See next page.

BOOKSTORE SALES AND GROSS COMMISSIONABLE SALES**3 YEAR****MARSHALL UNIVERSITY BOOKSTORE****Main Store****Sales by Department**

	FY 24/25	FY 23/24	FY 22/23
Used Text	\$ 106,300.10	\$ 132,259.08	\$ 209,439.68
New Text	\$ 525,761.23	\$ 556,995.08	\$ 737,949.90
Digital Text	\$ 154,233.64	\$ 132,853.97	\$ 140,427.99
Gen Books/Non-Emblem	\$ 21,292.39	\$ 28,982.69	\$ 23,036.10
Supplies	\$ 63,315.09	\$ 68,900.93	\$ 66,875.42
Apparel/Clothing	\$ 433,639.81	\$ 664,775.16	\$ 663,175.19
Gifts	\$ 97,597.90	\$ 156,232.59	\$ 188,376.50
Convenience	\$ 40,415.53	\$ 41,374.84	\$ 155,009.98
Graduation	\$ 139,336.66	\$ 409,463.67	\$ -
Technology	\$ 206,677.48	\$ 149,227.38	\$ 390,449.70
Other Sales	\$ -	\$ -	\$ -
Rental - Collected	\$ 102,404.86	\$ 149,743.26	\$ 191,213.06
Rental - Disposal*	\$ 20,684.18	\$ 23,308.75	\$ 27,908.57
Campus Card	\$ -	\$ -	
Course Adopted Supplies	\$ 6,083.85	\$ -	\$ -
Gross Commissionable Sales	\$ 1,917,742.72	\$ 2,514,117.40	\$ 2,793,862.09

MARSHALL UNIVERSITY BOOKSTORE**Spirit Store****Sales by Department**

	FY 24/25	FY 23/24	FY 22/23
Used Text	\$ -	\$ 5.00	
New Text	\$ 0.23	\$ 28.00	
Digital Text	\$ -	\$ -	
Gen Books/Non-Emblem	\$ 171.05	\$ 508.39	\$ 552.96
Supplies	\$ 461.14	\$ 82.75	\$ 21.68
Apparel/Clothing	\$ 111,433.33	\$ 109,068.12	\$ 96,570.60
Gifts	\$ 36,583.23	\$ 29,800.54	\$ 23,372.96
Convenience	\$ 35.98	\$ 189.44	\$ (9.36)
Graduation	\$ -	\$ -	
Technology	\$ 29.85	\$ 12.95	
Gross Commissionable Sales	\$ 148,714.81	\$ 139,695.19	\$ 120,508.84

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: 01**

MU27BOOKSTORE

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.