

**Request  
for Proposal  
Addendum No. 01**



Marshall University  
Procurement Services  
One John Marshall Drive  
Huntington, WV 25755-4100  
Direct all inquiries regarding this order to: (304) 696-3056

**Bid#**  
**MU27BOOKSTORE –  
Addendum No. 01**

**Vendor:**

For information call:  
Purchasing Contact: Leeann Lemon  
Phone: (304) 696-3056  
Email: [bidquestions@marshall.edu](mailto:bidquestions@marshall.edu)

Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE	MANDATORY VIRTUAL PRE-BID MEETING:	DEPARTMENT REQUISITION NO.	BIDS OPEN:	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID			
01/12/2026		MU27BOOKSTORE	02/12/2026 at 3:00 p.m., EST. Broadcast via Teams at link listed below. <a href="https://tinyurl.com/MU27BOOKSTORE-Tech-Open">https://tinyurl.com/MU27BOOKSTORE-Tech-Open</a>				
Item #	Quantity	Description		Unit Price	Extended Price		
<b><u>ADDENDUM NO. 01</u></b>							
<b>Project Name: MU27BOOKSTORE</b> <b>Campus-wide Bookstore</b> <b>MARSHALL UNIVERSITY – HUNTINGTON, WV</b>							
<ol style="list-style-type: none"> <li>1. Provide the Mandatory In-Person Pre-Bid Meeting Attendance Sheet.</li> <li>2. Provide <i>Attachment C – Bookstore Three (3) Year Sales</i> in its entirety.</li> </ol>							
<b>Total</b>							

To the Office of Purchasing,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within \_\_\_\_\_ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from

within \_\_\_\_\_ days

Bidder's name Vendor \_\_\_\_\_

Signed By \_\_\_\_\_

FOB

After receipt of order at address shown

Typed Name \_\_\_\_\_

Terms \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Fein \_\_\_\_\_

SOLICITATION NUMBER: MU27BOOKSTORE

Addendum Number:01

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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**

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**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@bn.college.com
2.	Chuck Colella	Director	Barnes & Noble College	203.434.6164	"	"	ccolella@bn.college.com
3.	John Moritz	Proposal Manager	Biblio	618.641.1487	-	-	john.moritz@biblio.com
4.	Scott Sherman	Proposal Coordinator	eCampus	732-403-5196	-	-	SSherman@ecampus.com
5.	CHRIS KESICKI	Sr. Mgr	VITAL SOURCE	330.554.4950			chris.kesicki@vitalsource.com
6.	CHAO SANDERS	EV P	FOLLETT	4163195857			C.Sanders@follett.com
7.							
8.							
9.							



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

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**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	\$ -	\$ -
<b>Gross Commissionable Sales</b>	<b>\$ 1,917,742.72</b>	<b>\$ 2,514,117.40</b>	<b>\$ 2,793,862.09</b>

**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	
<b>Gross Commissionable Sales</b>	<b>\$ 148,714.81</b>	<b>\$ 139,695.19</b>	<b>\$ 120,508.84</b>

**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.

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Company

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Authorized Signature

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Date

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