



October 18, 2010

MEMORANDUM

TO: District Board of Trustees

FROM: Barbara R. Sloan, President *BRS*

SUBJECT: Recommendation for Bookstore Service Contract Extension

Item Description:

In November 2004, the Board authorized the College to contract with Follett for bookstore services, with an initial contract of five years. This Contract became effective March 31, 2005 and the full five year contract was executed. In November 2009, the District Board of Trustees authorized a one year extension of this contract as was allowable under the original terms of the agreement. The current contract is in effect until March 31, 2011.

Overview:

Over the last sixty-seven (67) months Follett has provided reliable services to the College and its students. The quality of service provided has been excellent and Follett has adhered to all aspects of the contract. The College is preparing a Request for Proposal for Bookstore Services which will be bid in December with a proposed contract recommendation to the District Board of Trustees March 2011. It would be most beneficial if the current Follett contract could be extended until June 2011 to allow for a contract transition during the summer months which will have the least amount of impact on the services provided to students. This extension would also allow the College to align the next contract with the fiscal year and the start of Fall classes.

Salient Facts:

As authorized per the original Follett Contract, the Board can approve an extension of the current bookstore agreement. Follett, by action of its Vice President for Marketing, has confirmed that an extension will be honored.

Past Actions:

The Board approved the initial contract at the November 2004 meeting and then extended the contract at the request of the College until March 2011 at its November 2009 meeting.

Future Actions:

This Contract with Follett will expire March 31, 2011 unless the College grants a three (3) month extension which would create a new contract period beginning April 1, 2011 and ending June 30, 2011. All terms and conditions of the existing contract would remain in force.

Funding/Financial Matters:

Fund Three Auxiliary Service Revenue

Staff Resource:

Teresa Smith

Recommended Action:

Authorize the College to extend the bookstore contract with Follett for three months beginning April 1, 2011 through June 30, 2011.