

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of December 8, 2015**

**ITEM TITLE:**

College of Alameda Bookstore Tenant Improvement

**SPECIFIC BOARD ACTION REQUESTED:**

Approval of the third amendment to the Bookstore Operating Agreement between the Peralta Community College District and Follett Higher Education Group, Inc.

**ITEM SUMMARY:**

Follett shall spend up to a total of \$175,000 to improve the College of Alameda campus Store in accordance with this Section 5. This expenditure may include furniture, trade fixtures and equipment, including point-of-sale equipment, that is readily removable ("Capital Equipment") and Follett and third-party design and project management services, third-party architectural and engineering services, cabling and infrastructure, floor and wall coverings, decorating, lighting and fixtures that are not readily removable ("Store Remodeling"). Capital Equipment and Store Remodeling each include all replacements, additions and extensions paid for by Follett, whenever installed. The Capital Equipment and Store Remodeling together comprise the "Store Improvements." The Store Remodeling book value shall be calculated on the straight-line method, from the in-service date[s], over the greater of 8 years or until expiration of this Agreement.

All Store Improvements, including but not limited to coverings, painting, fixtures and installations shall be obtained and performed in compliance with all applicable laws and shall be in compliance with District standards and otherwise satisfactory to District.

If District is satisfied with the Store Remodeling, as evidenced by a certificate of acceptance from District issued on or following the in-service date(s), and if District terminates the Agreement, without cause, within 5 years following the in-service date(s), District agrees to reimburse Follett for the book value remaining on the Store Remodeling. If District is not satisfied with the Store Remodeling but opts not to require Follett to remove, repair or replace said improvements to District's satisfaction, District shall have no obligation to reimburse Follett for any costs relating thereto and may, upon termination of the Agreement for any cause (or without cause), require Follett to remove any or all unsatisfactory improvements.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Follett Higher Education Group

**GENERAL FUNDS**

No general funds will be allocated.

**BACKGROUND/ANALYSIS:**

College of Alameda administration began negotiations for facilities upgrades with Follett Higher Education Group, Inc., during fall of 2015, which has resulted in Follett providing up to \$175,000 in facilities upgrades to improve the student experience of the college bookstore. District General Services has reviewed and approved the project and the amendment has received legal counsel's review and recommended revisions.

**DELIVERABLES AND SCOPE OF WORK:**

Follett Higher Education Group has provided a floorplan and description of upgrades to be provided including: Capital Equipment and Store Remodeling which will include all replacements, additions and extensions to be paid for by Follett.

**ANTICIPATED COMPLETION DATE:**

Capital Equipment and Store Remodeling is projected to be completed by March 1, 2015.

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY: XXX**

Prepared by: William Watson \_\_\_\_\_  
William Watson, College of Alameda

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Dr. Joi Lin Blake*

President College of Alameda

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required       X  Finance review *not* required

If Finance review is required, determination is: \_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: \_\_\_\_\_  
Ron Little, Vice Chancellor, Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

\_\_\_\_\_ Legal review required       Legal review *not* required

If Legal review is required, determination is:      \_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Signature: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda      \_\_\_\_\_ Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laguerre  
Dr. Jowel C. Laguerre, Chancellor