

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
11-03
CISCO EQUIPMENT FOR VOIP

Acknowledgement: Please acknowledge receipt of this Bid by completing the information requested below and faxing to 717/780-2325 upon receipt.
Please also include this page with your bid response.

Vendor Name: _____ Contact Name: _____
Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: **We will** _____ **Will Not** _____ be responding to this RFB.

If not responding, please explain briefly: _____

Dates:

Date of Issue: July 14, 2010

Acknowledgement (page 1 of bid package) Due Date on or before: July 22, 2010 by 11:00AM

Bid Response Due Date: July 26, 2010 @ 10:00 AM

Bid Delivery:

Address: Purchasing Office/W130
One HACC Drive
Harrisburg PA 17110-2999

Contact: Garry Crider, Purchasing Manager

Email: cgcrider@hacc.edu
Phone: 717/780-1164
Fax: 717/780-2325

Terms:

1. All bids must be mailed or hand delivered in a **sealed** envelope clearly marked with your company name and the HACC bid number.
2. Bids must include all costs and shipping/handling/freight charges.
3. HACC is tax exempt.
4. Do not include a copy of the original RFB with your response.
5. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount”.

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BID - SPECIFICATIONS

HACC's Information Technology Services have defined the following configuration of Cisco switches and accompanying equipment. All Bidders are to bid on this, and only this configuration. Included in the bid price of the solution, will be all the equipment, all the software, warranties, and freight.

- 1) HACC is including an Excel Spreadsheet (Exhibit 1) listing each item being requested along with description, quantity, list price, discount, unit price, and extension. All Bidders must complete this spreadsheet and include with the Bid Form.

END OF BID SPECIFICATIONS

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BID FORM

A) CISCO EQUIPMENT FOR VOIP:

- 1) Total cost of Cisco equipment and software: \$ _____
- 2) Total cost of Freight: \$ _____

B) What is the Warranty Period: _____

C) What is the Lead Time for Shipment after order: _____

D) Bid Deadline

To be considered for selection, bids shall arrive at HACC's Procurement and Business Services Office, One HACC Drive, Whitaker Hall, Room W130A, Harrisburg, PA, 17110, by 10:00AM on or before July 26, 2010. Bids must be in a sealed container, clearly marked " RFB #11-03, Cisco Equipment for VOIP." Allow time for normal mail delivery to ensure timely receipt of bids by HACC's Procurement and Business Services Office. Bids arriving after the deadline will not be considered. All bids become the property of the College.

E) Number of Copies and Mailing of Bid

Two (2) copies of the bid will be submitted in a sealed container clearly marked with the name of the bid and labeled "RFB #11-03, Cisco Equipment for VOIP." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The other copy does not require original signatures.

The bids must be addressed as follows:

RFB # 11-03
HACC
Procurement and Business Services
ATTN: Garry Crider, Purchasing Manager
One HACC Drive, Whitaker Hall, Room W130A
Harrisburg PA 17110

F) Vendor Registration:

To all bidders: Please register your firms information on HACC’s website – go to www.hacc.edu – “Business & Community” – “Purchasing” – “Vendor Purchasing System Login” – then following instructions.

SIGNATURE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____ **EMAIL ADDRESS** _____

END OF BID FORM