

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
REQUEST FOR BID  
RFB 11-04  
PC AND LAPTOP LEASE**

**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: August 18, 2010

Questions Due: August 26, 2010 by 9:00AM

Responses to the Questions Due: August 27, 2010 by 2:30PM

Acknowledgement Sheet Due Date: September 1, 2010 by 1:00PM

Sealed Bids Due: September 8, 2010 @ TIME 11:00AM

Board Meeting: October 5, 2010 (Please note: Final official bid results will be released after this date. All vendors who respond to the RFB will receive an award notification letter in the mail within one week of this date.)

**Bid Delivery:**

Address: Central Administration Procurement Office/  
Room W130  
One HACC Drive  
Harrisburg PA 17110-2999

Contact: Garry Crider, Purchasing Manager

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. HACC is tax exempt.
3. Do not include a copy of the original RFB with your response.
4. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount”.

## 5. RFB Clarification

Bidders may request an explanation of the intent or content of this RFB and clarification of procedures used for this procurement. No interpretation made to any Bidder as to the meaning of the RFB shall be binding on the College unless repeated in writing and distributed as an addendum by the College Central Administration Procurement Office. Official written responses to all relevant written questions will be e-mailed (cgcrider@hacc.edu) or faxed (717-780-2325) by HACC, Central Pennsylvania's Community College Central Administration Procurement Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFB # 11-04 to HACC, Central Pennsylvania's Community College, Central Administration Procurement Office, ATTN: Garry Crider, Purchasing Manager, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-2325. Email questions are acceptable at [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu). Such requests must be received no later than August 26, 2010 by 9:00AM.

Failure of the Bidder to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFB shall not relieve the Bidder of the responsibility of fulfilling the contract in accordance with the terms of this RFB.

**Communication concerning the Request for Bid can only be with Garry Crider, Purchasing Manager (717-780-1164 or [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu)). Oral communication with any other College employee, unit, department, or organization concerning this RFB is not binding on the College and shall in no way modify the RFB, or the obligation of the College or the Vendor, and may deem the Bidder's bid void.**

6. The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.
7. Interested parties are invited to submit Bids to HACC, Central Pennsylvania's Community College, Central Administration Procurement Office, Room 130A, One HACC Drive, Harrisburg PA 17110. Bids will be accepted until September 8, 2010 by 11:00AM.

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
SPECIFICATIONS / EXHIBITS  
FOR  
RFB 11-04  
PC AND LAPTOP LEASE**

**INTRODUCTION:** HACC, Central Pennsylvania’s Community College is going to lease one thousand, ninety-two (1,092) Personal Computers and one hundred and thirty-seven (137) Laptops.

**PERSONAL COMPUTER AND LAPTOP SPECIFICATION:** The following is the equipment model of the Personal Computer, and Laptops being obtained for lease:

The detailed specifications for each referenced quotation below are referenced as Exhibits below:

QUOTATION	MODEL NUMBER	QUANTITY	AMOUNT	TOTAL
Exhibit 1 Dell #549844456	Dell OptiPlex 780 Standard Personal Computer	1,041	\$657.61	\$684,572.01
Exhibit 2 Dell #549845124	Dell Latitude E5510 Standard Laptop	114	\$918.47	\$104,705.58
Exhibit 3 Dell #549845288	Dell Latitude XT2 Tablet Laptop	6	\$2147.35	\$12,884.10
Exhibit 4 Dell #549845409	Dell Latitude E5510 Laptop w/Camera	15	\$937.96	\$14,069.40
Exhibit 5 Dell #550502428	Dell OptiPlex 780 PC - AutoCad	46	\$1,244.25	\$57,235.50
Exhibit 6 Dell #551804564	Dell Precision T3500 PC – High End	4	\$2,936.18	\$11,744.72
Exhibit 7 Apple #W70506614	Apple MacBook Pro Laptop	1	\$2,563.00	\$2,563.00
Exhibit 8 Apple #W70672327	Apple iMac PC	1	\$1,268.00	\$1,268.00
Exhibit 9 Apple #W70693265	Apple MacBook Pro Laptop	1	\$2,331.00	\$2,331.00
<b>TOTAL NUMBER OF UNITS / DOLLARS</b>		<b>1,229</b>		<b>\$891,373.31</b>

Notes: Counts may be slightly modified prior to order.

**SHIPPING SCHEDULE:** The Lessor is expected to coordinate with the Supplier of the Personal Computers and Laptops, the common carrier, and HACC all shipments and keep HACC advised on the delivery date.

**FIRST SHIPMENT: WEEK OF OCTOBER 11, 2010**

Location		GETTYSBURG CAMPUS	HARRISBURG CAMPUS	LANCASTER CAMPUS	LEBANON CAMPUS	YORK CAMPUS
Exhibit 1 Dell #549844456	Dell OptiPlex 780 Standard Personal Computer	<b>104</b>	<b>253</b>	<b>140</b>	<b>31</b>	<b>124</b>
Exhibit 2 Dell #549845124	Dell Latitude E5510 Standard Laptop	<b>32</b>	<b>9</b>	<b>12</b>	<b>2</b>	<b>59</b>
Exhibit 3 Dell #549845288	Dell Latitude XT2 Tablet Laptop	NONE	<b>4</b>	<b>2</b>	NONE	NONE
Exhibit 4 Dell #549845409	Dell Latitude E5510 Laptop w/Camera	NONE	<b>15</b>	NONE	NONE	NONE
Exhibit 5 Dell #550502428	Dell OptiPlex 780 PC - AutoCad	NONE	<b>46</b>	NONE	NONE	NONE

Exhibit 6 Dell #551804564	Dell Precision T3500 PC – High End	NONE	<b>4</b>	NONE	NONE	NONE
Exhibit 7 Apple #W70506614	Apple MacBook Pro Laptop	NONE	<b>1</b>	NONE	NONE	NONE
Exhibit 8 Apple #W70672327	Apple iMac PC	NONE	<b>1</b>	NONE	NONE	NONE
Exhibit 9 Apple #W70693265	Apple MacBook Pro Laptop	NONE	<b>1</b>	NONE	NONE	NONE
<b>TOTAL</b>		<b>136</b>	<b>334</b>	<b>154</b>	<b>33</b>	<b>183</b>

**SECOND SHIPMENT: WEEK OF NOVEMBER 15, 2010**

<b>Location</b>		<b>GETTYSBURG CAMPUS</b>	<b>HARRISBURG CAMPUS</b>	<b>LANCASTER CAMPUS</b>	<b>LEBANON CAMPUS</b>	<b>YORK CAMPUS</b>
Exhibit 1 Dell #549844456	Dell OptiPlex 780 Standard Personal Computer	NONE	<b>250</b>	<b>139</b>	NONE	NONE
Exhibit 2 Dell #549845124	Dell Latitude E5510 Standard Laptop	NONE	NONE	NONE	NONE	NONE
Exhibit 3 Dell #549845288	Dell Latitude XT2 Tablet Laptop	NONE	NONE	NONE	NONE	NONE
Exhibit 4 Dell #549845409	Dell Latitude E5510 Laptop w/Camera	NONE	NONE	NONE	NONE	NONE
Exhibit 5 Dell #550502428	Dell OptiPlex 780 PC - AutoCad	NONE	NONE	NONE	NONE	NONE
Exhibit 6 Dell #551804564	Dell Precision T3500 PC – High End	NONE	NONE	NONE	NONE	NONE
Exhibit 7 Apple #W70506614	Apple MacBook Pro Laptop	NONE	NONE	NONE	NONE	NONE
Exhibit 8 Apple #W70672327	Apple iMac PC	NONE	NONE	NONE	NONE	NONE
Exhibit 9 Apple #W70693265	Apple MacBook Pro Laptop	NONE	NONE	NONE	NONE	NONE
<b>TOTAL</b>		NONE	<b>250</b>	<b>139</b>	NONE	NONE

Note: All the Wildwood, Penn Center, and CCTA computers will be shipped to the Harrisburg Campus.

- a) The College will accept delivery preferably during the hours of 6:30AM and 7:30AM with a three day window for the October and November 2010 orders.
- b) The shipping carrier must call the day before (business day) to advise the College of the pending shipment.
- c) The contact is:  
Garry Crider  
Purchasing Manager  
717-780-1164 office

**SHIPPING ADDRESSES:**

CAMPUS	ADDRESS	CAMPUS CONTACT
Harrisburg Campus	One HACC Drive Switchgear Building Harrisburg, PA 17110 Access to a loading dock w/forklift	Tammy Witkowski Director, Systems Systems 717-780-3260
Gettysburg Campus	731 Old Harrisburg Road Gettysburg, PA 17325 Rear Loading Dock w/hand pallet jack	Scott Decker Campus Director, Tech Support 717-337-3855 ext 3015
Lancaster Campus	1641 Old Philadelphia Pike Lancaster, PA 17602 Access to a loading dock w/forklift	Greg Seitz Campus Director, Tech Support 717-358-2987
Lebanon Campus	735 Cumberland Street Lebanon, PA 17042 Access to a loading dock w/hand pallet jack	Lori Swoyer Technical Support 717-270-6343
York Center	2010 Pennsylvania Avenue York, PA 17404 Access to a loading dock w/hand pallet jack	Paul Monko Campus Director, Tech Support 717-718-0328 ext 3521

**LEASE STRUCTURE:**

- 1) A Master Lease will be negotiated. It is expected that the terms and conditions identified in this Request for Bid will become a material part of any Master Lease presented by the Lessor. If there are conflicts with any Term and Condition, the Lessor must identify and offer alternate language in their Bid.
- 2) Each "Equipment Schedule" will define each Financial Transaction. Each Schedule will clearly define the following:
  - a) Start date of lease
  - b) End date of lease
  - c) Lease Term in months
  - d) Lease Agreement Number / Schedule Number
  - e) Description of equipment being leased
  - f) Amount being leased
  - g) Payment will be billed quarterly
- 3) The following information must be clearly shown on all invoicing:
  - a) Time Period of invoice – i.e. October 1 thru October 31, 2006
  - b) Can only bill one invoice to one Schedule – cannot combine schedules in one invoice
  - c) Lease Schedule Number
  - d) HACC's Purchase Order Number
  - e) Brief description of equipment being leased
  - f) Quarterly amount being invoiced only – do not show previous balance activity on invoices. Only show past due activity on Statements if necessary.
- 4) Late Fee situations:

**There will be two times during the Fiscal Year (July 1<sup>st</sup> thru June 30<sup>th</sup>) that HACC will not pay late fees.**

Due to HACC being closed during the Christmas Holidays (December 24 through January 2), there are reasons invoicing may not be processed before the Holidays. When staff comes back from the Holidays, HACC will make a strong effort to process all invoicing as close to the due date as possible.

The other period is during our Fiscal Year end activities. All new Purchase Orders for the new fiscal year cannot be processed until after July 1<sup>st</sup> and with the July 4<sup>th</sup> Holiday, along with extended vacations, HACC cannot process any invoice(s) for the new Fiscal Year until around July 5<sup>th</sup> or later.

These two time frames must be taken into account with any lease payment terms.

- 5) The lease shall be structured as pre-determined Fair Market Value or Fixed Purchase Option Lease with the end of term value set at **\$150.00** per Personal Computer w/Monitor and **\$150.00** per Laptop
- 6) Lease Schedule Start Dates will occur on the first day of the month following delivery. Lessor and HACC must agree to the start date and end date of the lease.
- 7) Lessor will itemize all charges that will occur during the term of the lease. This will be defined in the Cost Bid Sheet in the next section.
- 8) The Lease Term **will be** for thirty-six (36) months.
- 9) Lease **will not** automatically renew. It will be the Lessors responsibility to contact Lessee's Purchasing Department ninety (90) days prior to the lease end date to discuss end of lease options. The Lessee will advise Lessor of the selected option sixty (60) days prior to the lease end date.
- 10) HACC is self-insured – **will not** require Lessor insurance.
- 11) HACC **will not accept** "Interim Rent" charges.
- 12) Lease documentation: The Lessor who is awarded the bid will be expected to supply HACC an electronic version of all Lease Documents in WORD format in order to "red-line" changes during the Legal Review.
- 13) The Lessor must supply with the Bid Bid a blank copy of **all** lease documents that will be required to be executed during the term of the lease. This includes documents such as Master Lease, Schedules, Acceptance Certificates, Exhibits, standard letter agreements, etc.
- 14) Returning Equipment conditions:
  - a) At the end of lease term, the return destination will not exceed eight-hundred (800) miles from Harrisburg, Pa.
  - b) When returning the equipment leased, Personal Computers and Monitors will be like for like or greater value, rather than serial number specific.
  - c) HACC will not be liable for normal wear and tear on the equipment and will not be subject to a reconditioning fee.
  - d) When shipping the PCs to the determined destination, shrink wrap to skids will be an acceptable means of packaging.
- 15) Payment Terms:
  - a) Net 30 Days
  - b) Advance payments or deposits (i.e. Last Payment at beginning of lease) **will not** be allowed by the Lessor.
- 16) In our current environment, HACC administers a "Self Service Program" on the Personal Computers and Laptops. In conjunction with this Request for Bid, HACC will continue the "Self Service Program".
- 17) At the end of lease, HACC may return all the Personal Computers and Laptopss or a portion of the leased equipment.
- 18) HACC's financials will be supplied only upon request.
- 19)

**END OF BID SPECIFICATIONS**

**COST BID SHEET**  
**RFB 11-04**  
**PC AND LAPTOP LEASE**

The Bidders shall propose the costs to furnish the services in accordance with this RFB. Award will be made to the Bidder whose bid is most advantageous to the College.

Sealed Bids are due

Each item must be priced. For those costs where the Bidder will not charge, a zero must be entered.

- 1) Lease Factor Rate for the Personal Computers and Laptops: \_\_\_\_\_ %  
Based on quarterly payments.
- 2) Quarterly Rent Payment (must be divisible by 3): \$ \_\_\_\_\_  
(i.e. quarterly rent = \$333.33 // monthly rent = \$111.11)
- 3) Documentation Fees: \$ \_\_\_\_\_
- 4) UCC Filing Fees: \$ \_\_\_\_\_
- 5) Late Payment Charges: (excluding paragraph 4 – Late Fees  
situation in IX: Exhibits / Specifications) \_\_\_\_\_ Define
- 6) Processing Fees: \$ \_\_\_\_\_
- 7) Other Fees not identified: \$ \_\_\_\_\_ itemize \_\_\_\_\_
- NOTE: Any additional lease cost not identified here cannot be billed to HACC at anytime during the lease.**

Other Questions:

- 1) Do you acknowledge all the conditions discussed within this Request for Bid.  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 2) A Stipulated Loss Values Schedule must accompany Bid.
- 3) Is your firm capable of delivering the necessary information on the Equipment Schedules as defined in paragraph two (2) of Specifications / Exhibits in the previous section?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 4) Is your firm capable of delivering the necessary information on the invoicing as defined in paragraph three (3) of Specifications / Exhibits in the previous section?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 5) Does your firm understand and accept the Late Fee situation discussed in paragraph four (4) of Specifications / Exhibits in the previous section?

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

6) Vendor Registration:

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

Bidder agrees that any contract entered into will include all the conditions of this Request for Bid, and if any terms and conditions conflict, the Lessor will modify any Master Lease or Schedule to include such conditions before submitting such contracts.

**OFFER GUARANTEED FROM DATE SHOWN BELOW THROUGH THE EXECUTION OF THE LAST AGREEMENT FOR THE EQUIPMENT DELIVERED.**

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF BID FORM**