

**HACC — Central Pennsylvania's Community College
Harrisburg, PA**

**Request for Bid:
RFB15-18
For**

**Qty/10 - SMART Podium™ Interactive
Pen Display Model # SP518-NB**

Harrisburg Area Community College is seeking qualified bidders to provide qty/10 - SMART Podium™ Interactive Pen Displays Model# SP518-NB. All equipment must be brand new, no substitutions, no B stock or refurbished units.

Issued: 1/30/2015

BID DUE DATE: February 6, 2015 at 2:00pm

Award of Contract: Following the March 3, 2015, Board of Trustees Meeting

Bids should be emailed to: procurement@hacc.edu

Sealed Bids Must Be Delivered to: Harrisburg Area Community College
Procurement and Contracts
Room 203, Ted Lick Admin. Bldg.
One HACC Drive
Harrisburg, PA 17110

All firms who respond to the request for bid (RFB) will receive a notification email within one week after the Board of Trustees meeting.

Bid results will be posted on HACC's website at: <http://www.hacc.edu/Purchasing/RequestforBids/RFBs-FY15.cfm>

For information concerning the RFB process, required format and the schedule of activities, please direct questions to:

Michael McEnany
Procurement Specialist
Telephone: (717) 736-4120
Email: procurement@hacc.edu

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HACC - Central Pennsylvania's Community College

REQUEST FOR BID

RFB15-18 SMART Podium™ Interactive Pen Display

Model # SP518-NB

BID FORM

- A. SMART Podium™ interactive pen display \$ _____/ea
- B. Total cost for qty/10 \$ _____
- C. Total shipping cost: \$ _____
- D. Total cost for section B & C: \$ _____
- E. When is the equipment available for shipment? _____

Bid Deadline:

To be considered for selection, a scanned, hi-resolution, color copy of the bid document in .pdf format should be emailed to: procurement@hacc.edu and must contain "RFB15-18 SMART Podium™ Interactive Pen Display" in the subject line. Alternately, bids can be mailed or hand delivered to HACC's Procurement Department, Ted Lick Administration Building, Room TL203, One HACC Drive, Harrisburg, PA, 17110. **All bids must be received by 2:00p.m. on 2/6/2015.** Bids will be opened immediately following in room TL213. Bids must be in a sealed container, clearly marked "RFB15-18 SMART Podium™ Interactive Pen Display". Allow time for normal mail delivery to ensure timely receipt of Bids by HACC's Procurement Department. Bids arriving after the deadline will not be considered. All Bids become the property of the College.

Acceptance of Bid

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Bidder, as well as the services to be provided. The College further reserves the right to accept or reject any or all bids, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Bidder's response to this RFB.

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.

Addenda to the RFB

In the event that it becomes necessary to revise any part of this RFB, HACC's Procurement and Contracts Office will provide addenda in writing to the bidders who indicate that they are interested by returning the acknowledgement sheet (page 2). No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the Colleges Procurement and Contracts Office has confirmed the same in writing.

Oral Communication

Oral communication with any 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 provider.

Number of Copies and Mailing of Bid

Bid will be submitted in a sealed container clearly marked with the name of the Bid and labelled "RFB15-18 SMART Podium™ Interactive Pen Display." The bid shall be clearly marked and will contain original signatures. Alternately, a scanned, hi-resolution, color copy in .pdf format (preferred) may be emailed to: procurement@hacc.edu and must contain "RFB15-18 SMART Podium™ Interactive Pen Display" in the subject line.

Harrisburg Area Community College is a member of the following Group Purchasing Organizations:

- 1) Educational & Institutional Cooperative Service, Inc.
- 2) Provista
- 3) NJPA
- 4) Amerinet
- 5) US Communities
- 6) Keystone Purchasing Network (KPN)
- 7) COSTARS

Educational Discount should be applied if applicable.

END OF BID FORM

VENDOR REGISTRATION FORM

To all Proposers: Please register your firm's information on HACC's website – go to:
<https://vps.hacc.edu/vendorlogin/index.cfm>

SIGNATURE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL ADDRESS _____

**END OF VENDOR REGISTRATION
FORM**

BID CERTIFICATION

(date)

Procurement and Contracts, TL203
Harrisburg Area Community College
One HACC Dr.
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.

- () The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Bid RFB15-18 SMART Podium™ Interactive Pen Display and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

firm

address

signature required

phone no.

print name

fax no.

title

fed. tax id no.

Harrisburg Area Community College

Request For Bid

RFB15-18 SMART Podium™ Interactive Pen Display

Model # SP518-NB

TECHNICAL SPECIFICATIONS:

Ten (10) each – SMART Podium™ Interactive Pen Display, **See attachment#1** .pdf document containing technical specifications for **Model # SP518-NB**.

Note: All Smart products, software and services must be new and sourced through Authorized Smart Distributors.

END OF TECHNICAL SPECIFICATIONS