

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

**Request for Bid:  
RFB15-24  
For**

**Qty/50 – AverVision Document Cameras  
Model # 300AFHD**

Harrisburg Area Community College is seeking qualified bidders to provide qty/50 AverVision Document Cameras Model # 300AFHD

Dates:

DATE OF ISSUANCE: April 2, 2015  
DEADLINE FOR QUESTIONS: April 9, 2015  
QUESTIONS ANSWERED: April 16, 2015  
DEADLINE TO SUBMIT BIDS: May 6, 2015, 02:00 p.m.  
BID OPENING: May 6, 2015, 02:00 p.m.  
SUBMIT BIDS ONLINE: PennBid Program ([www.PennBid.net](http://www.PennBid.net))  
DIRECT QUESTIONS TO: “Questions” tab within PennBid

**BID DUE DATE:            May 6 by 2:00PM**

Award of Contract:        Following the June 2, 2015 Board of Trustees Meeting

Sealed Bids Must Be Submitted Online via the PennBid Program ([www.PennBid.net](http://www.PennBid.net))

Bid results will be posted on PennBid website.

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## HACC - Central Pennsylvania's Community College

### REQUEST FOR BID

RFB15-24 Qty/50 AverVision Document Cameras

Model # 300AFHD

#### BID FORM

- A. AverVision Document Camera Model# 300AFHD \$ \_\_\_\_\_/ea
- B. Total cost for qty/50 \$ \_\_\_\_\_
- C. Total shipping cost: \$ \_\_\_\_\_
- D. Total cost for section B & C: \$ \_\_\_\_\_
- E. When is the equipment available for shipment? \_\_\_\_\_

(Note: All equipment and invoice must be received by HACC before June 30, 2015.)

- Should be sent in a single shipment; shipping cost to be itemized separately, or noted if included in the cost of the item.
- Ship to:  
Harrisburg Area Community College  
Attn: Bob Dudley  
One HACC Drive, Harrisburg, PA 17110.
- All equipment is to be brand new, no substitutions and no "B" stock.
- See manufacturers spec sheet (separate document) for equipment details.

(Note: Educational Discount should be applied if applicable.)

**Bid Deadline:**

To be considered for selection, sealed bids should be submitted online via the PennBid Program ([www.PennBid.net](http://www.PennBid.net)) by 2:00 pm on Wednesday May 6, 2015. Bids received after this time will not be accepted. ONLY BONAFIDE BIDS WILL BE ACCEPTED. Bids will be opened and read aloud immediately following the bid receipt time.

**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 post the addenda on PennBid and notify those on the bidders list via email. No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services 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.

**Bidding Documents**

All Bidding Documents are available at no cost via the PennBid Program ([www.PennBid.net](http://www.PennBid.net))

**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) COSTARS
- 7) Keystone Purchasing Network (KPN)

**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 RFB15-24 Qty/50 AverVision Document Cameras, 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.