

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

Request for Information and Registration

07-46 : YEARLY 2008 MAILERS

Reverse Auction

Acknowledgement: Please acknowledge receipt of this RFB by completing the information requested below and faxing to 717/780-2325 upon receipt.

Please also include this page with your 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: **Wednesday, April 18, 2007**

Acknowledgement Sheet Due Date: **Friday, May 11, 2007 by 1:00PM**

Vendor Qualification Package Due Date: **Friday, May 11, 2007 by 1:00PM**

AUCTION DATE: Tuesday, May 15, 2007@ TIME 9:00AM to 9:15AM

Board Meeting: **Tuesday, June 5, 2007** (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.)

HACC Information and Bid Delivery:

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

Contact: Garry Crider, Director of Purchasing
Or Sue Davis, Purchasing Technician

Phone: 717/780-1164

Fax: 717/780-2325

Request for Information and Registration
Harrisburg Area Community College
#07-46

For

YEARLY 2008 MAILERS

Reverse Auction

REVERSE AUCTION DATE:

Tuesday, May 15, 2007
TIME 9:00AM to 9:15AM

1. KEY DATES

Important dates including Information and Registration deadlines are shown below. Formal addendum to this RFB will be issued to the Proponents notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFB process due to revision(s) of any part of the Request for Information and Registration because of questions from Proponents and/or additional Information and Registration requested after the Information and Registration Opening.

ACTIVITY	DATE & TIME
Advertisement Request for Qualifications	Wednesday, April 18, 2007
Acknowledgement Sheet Due Date:	Friday, May 11, 2007 by 1:00PM
Vendor Qualification Package Due Date	Friday, May 11, 2007 by 1:00PM
Bid Event	Tuesday, May 15, 2007, from 9:00AM to 9:15AM
Award of Contract	Following: Tuesday, June 5, 2007 BOT Meeting

I. PURPOSE

Harrisburg Area Community College is issuing information and specifications for establishing an online Reverse Auction using a third party, **eDynaQuote**, for the attached **YEARLY 2008 MAILERS** package. The equipment is listed at the end of this Request for Information and Registration.

In order to simplify HACC's task of evaluating all vendors on the same bases, we have developed a format in which all Information and Registrations must be prepared. Failure to adhere to this format and/or omission of any information that is required will result in your disqualification. This information can be found in the **Vendor Qualification Packet** associated with this RFB document.

This document contains minimum specifications for the equipment that must be met to be considered eligible to participate in the reverse auction. Vendors should also review the Terms and Conditions link associated with this document and additional information about the online reverse auction company **eDynaQuote** by visiting www.edynaquote.com. Vendors may register their companies with **eDynaQuote** and those deemed eligible to bid by HACC will be invited to participate via the auction website. Participation in this process is completely free and vendors may decline to participate at any time prior to the reverse auction event.

II. SPECIFICATIONS

1. Bidders shall provide pricing on the entire package of items.
2. Pricing shall include shipping & handling.
3. **Communication concerning this Request for Proposal can only be with Garry Crider, Director of Purchasing (717-780-1164 or cgrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP, or the obligation of the College or the Vendor; and may deem the Proposer's proposal void.**

III. OTHER INFORMATION

1. This will be a non-binding reverse auction. Lowest bid will be reviewed by the College's Board of Trustees for final approval before award will be official. Board meetings are held the first Tuesday of every month except in July and August. Vendors will receive official notification of award after the College Board of Trustees meeting.
2. During the Reverse Auction, Bidders will be requested to supply pricing for the YEARLY 2008 MAILERS.
3. Pennsylvania State Contracts: It is HACC's intent as an institution of higher education in the Commonwealth of Pennsylvania to utilize existing State contracts if they provide the most advantageous pricing and general terms and conditions to the College. Bidders who can present their best offer by using an existing State contract should provide the contract number on their Vendor Qualification Form.
4. Harrisburg Area Community College is a member of the following

- a) COSTARS – Cooperative Sourcing to Achieve Reductions in Spend
 - b) Educational & Institutional Cooperative Service, Inc.
 - c) Horizontal Resource Group
 - d) Amerinet
5. Tax Exemption: HACC is a Non Profit, Tax Exempt organization. A certificate of tax-exempt status will be provided to the selected provider.
6. Upon Board approval a purchase order will be issued by HACC for the bid item(s) and faxed to the vendor.

Vendor Qualification Packet

- The forms and instructions included in this packet must be completed and submitted to the following location in order to be considered for eligibility in the reverse auction process:

Mailing Address

Reverse Auction - Purchasing Office W130B
HACC – Central Pennsylvania’s Community College
One HACC Drive
Harrisburg, PA 17110

Fax: 717/780-2325

- Questions about this process or requirements should be directed to:

Garry Crider, Director of Purchasing
Phone: 717/780-1164 Fax: 717/780-2325 Email: cgcrider@hacc.edu

- Due Date: Requests for registration will be accepted until Friday, May 11, 2007. **Please Note, HACC encourages that Bidders register prior to this date.**

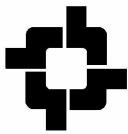
- This packet contains the following:

1. Vendor Qualification Form
2. Requirements for Qualification
3. Terms and Conditions
4. Scope of Work - Specifications

- **NO pricing information should be submitted at this time.**

- Process is as follows:

1. Vendor reviews RFI specifications and terms and conditions thoroughly.
2. Vendor submits Qualification Packet as outlined in this document.
3. Vendors deemed eligible to participate in online reverse auction will be notified by HACC with date, time, and details of auction. Vendors deemed ineligible will receive explanation of denial.
4. Reverse auction event is held
5. **Lowest bid** will be submitted to HACC Board of Trustees for approval at monthly Board meeting, held on the first Tuesday of every month.
6. Upon Board approval a purchase order and/or contract will be signed and issued to low bid vendor.



HACC – Central Pennsylvania’s Community College

Vendor Qualification Form

HACC Bid Number: **07-46** Bid Name: **YEARLY 2008 MAILERS**

Purpose: Vendors interested in participating in the online bidding process must complete and submit this form and all additional requested documentation to be considered for eligibility to bid. Failure to submit any requested information will automatically disqualify the vendor from the bidding process.

Business Name: _____

P. O. Address: _____

Remit Address: _____

Fed ID/SS#: _____ Prompt Payment Discount Terms: _____

Phone: () _____ Fax: () _____

Contact Name: _____ Email: _____

- Do you accept Visa? Y ___ N ___
- Do you prefer to receive purchase orders by (circle only one please): MailFax Email
- Please provide the permanent fax number or email address below if that is a preferred method.

Email address: _____ Fax number: _____

- Is this an M/WBE (Minority/Woman Owned Business Enterprise)? Y ___ N ___
- If yes, State certif. #: _____
- Are you a State of PA Qualified Vendor? If yes, list commodity and contract numbers:
- Has this company ever been debarred (State or Federal) from bidding on any projects in the past? Please describe circumstances.

Requirements for Qualification Qualification Packet

Following is the list of all documentation you must submit in order to be considered for eligibility to participate in the reverse auction. **Your Qualification Packet should be neat, clearly labeled, and organized in the same order as listed below:**

1. Acknowledgement Sheet
2. Vendor Qualification Form
3. Signed Terms and Conditions page.

Terms and Conditions
For
07-46 YEARLY 2008 MAILERS

Bidder certifies that their company and products/services proposed meet all specifications, terms and conditions contained herein and in the RFB.

Yes _____ No _____ *

*Bidder has included explanation of all deviations from RFB specifications in writing for consideration.

By signing below, I am indicating that I have read and understand all terms and conditions in regards to my application for qualification to participate in the reverse auction process, and I have read all terms and conditions provided on the **eDynaQuote** website in regards to this bid. I understand that no pricing information should be submitted at this time. I have provided herein complete and accurate information to the best of my knowledge. I understand that HACC will use this information to determine my eligibility to bid on the goods/services described in the Specification section (II) of the RFB.

Signature Authorized Representative

Title

Date

Harrisburg Area Community College

#07-46

For

YEARLY 2008 MAILERS

REQUEST FOR BID – SPECIFICATIONS

HACC Lancaster Campus

Yearly 2008 Mailer Bid

Project description	Folded publication to be mailed out to comprehensive names and addresses mailing list (existing). <i>Purpose is to direct interested parties to the website for course schedule information.</i>
Method of Printing	Offset or web
Size	flat: 23-1/2" wide by 9-1/2" high Roll-fold. Four panels, Folded size: 6" x 9-1/2"
Quantity	118,000: printed 3 times per year
Stock	80# white glossy cover stock
Inks	Four color process throughout. Full bleed.
Files to Printer	Target date for the printer to receive files is September 1, 2007 for Spring February 1, 2008 for Summer Dates will be verified with the printer.
Proofing	Printer will supply one color proof for review.
The cost of 10 Author's Alterations is to be included in the bid.	
Trim & finish	Score for fold. Precise trim and fold required.
Mail prep	Printer should bid cost of spot adhesive or tab to close top fold.
Mailing fulfillment	Printer should bid cost of processing existing mailing list – applying names and addresses to all mailers, sorting, bundling, trayng and otherwise preparing for mailing, and delivery to appropriate post office for mailing.
Delivery Date	Target delivery date is September 28, 2007 for Spring March 1, 2008 for Summer Dates will be verified with the printer.

Remarks

Specifications call for first-quality printing. Required are: consistent inking, even trim and reproduction of four color process.

Job will not be accepted unless these standards are met. HACC will not accept an underrun nor pay for an overrun of more than two percent (1%) of the quantity specified.
Extra mailers not used in mailing fulfillment can be delivered to the Lancaster Campus.

For questions regarding specifications, call Jeannette Robison, Director, Publications & Graphic Identity, HACC Public Relations, 717-780-2641.

HACC Lancaster Campus
Yearly 2008 Mailer Bid

BASE BID FOR Lancaster Campus Yearly 2008 Mailer as described in specifications.

Prices will be submitted on the Reverse Auction Site, www.edynaquote.com. At the end of the Reverse Auction, the awarded bidder will be required to submit the below information to show the cost breakdown for each season.

	Spring 08	Summer 08
Printing 118,000 mailers	\$ _____	\$ _____

After the bidding process is over, you will be required to email the answers to the following questions. These answers will be reviewed to assure HACC that the above bid is in fact to the lowest off to HACC.

PLEASE ALSO BID ON THE FOLLOWING:

A. Additional cost per 1000	\$ _____	\$ _____
B. Mailing fulfillment	\$ _____	\$ _____
C. Cost for author alterations on proof, beyond the included 10	\$ _____	\$ _____

TERMS _____ DELIVERY: as specked

ESTIMATOR _____

SIGNATURE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL ADDRESS _____

**Mail or fax your bid to: Garry Crider, Director, HACC Purchasing Department,
Whitaker Hall, Room 130**

One HACC Drive, Harrisburg, PA 17110
fax: (717) 236-0709 telephone: (717) 780-1164

Questions on any bid or printing specifications should be referred to:
Garry Crider, Director, Purchasing Office, 780-1164.

HACC – Central Pennsylvania’s Community College
Request for Information and Qualification
07-46 – YEARLY 2008 MAILERS

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for **YEARLY 2008 MAILERS**. Specifications and further information may be obtained at: www.hacc.edu/rfp beginning - **Wednesday, April 18, 2007**. Vendor qualification requests due by **1:00PM** on **Friday, May 11, 2007**, in Whitaker Hall room 130. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Bid for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.