

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
**Request for Information and Registration**  
**08-12: PURCHASE / INSTALL NEW BOILER**  
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: **Tuesday, September 25, 2007**

Submit Notice of Intent to Attend Mandatory Site Visit: **Monday – October 8, 2007 – by 10:00AM**

Mandatory Site Visit: **Tuesday – October 9, 2007 – 1:00PM**

Acknowledgement Sheet Due Date: **Friday, October 12, 2007 by 1:00PM**

Vendor Qualification Package Due Date: **Friday, October 12, 2007 by 1:00PM**

**AUCTION DATE: Wednesday, October 17, 2007@ TIME 11:00AM to 11:15AM**

Board Meeting: **Tuesday, November 6, 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**  
**#08-12**

**For**

**PURCHASE / INSTALL NEW BOILER**

**Reverse Auction**

REVERSE AUCTION DATE:

Wednesday, October 17, 2007  
TIME 11:00AM to 11:15AM

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.

<b>ACTIVITY</b>	<b>DATE &amp; TIME</b>
Advertisement Request for Qualifications	Tuesday, September 25, 2007
Submit Notice of Intent to Attend Mandatory Site Visit	Monday, October 8, 2007 by 10:00AM
Mandatory Site Visit	Tuesday, October 9, 2007 by 1:00PM
Acknowledgement Sheet Due Date:	Friday, October 12, 2007 by 1:00PM
Vendor Qualification Package Due Date	Friday, October 12, 2007 by 1:00PM
Bid Event	Wednesday, October 17, 2007, from 11:00AM to 11:15AM
Award of Contract	Following: Tuesday, November 6, 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 **PURCHASE / INSTALL NEW BOILER** 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](http://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. No substitution of the Patterson-Kelly Boiler – must supply the Boiler specified
4. **Communication concerning this Request for Proposal can only be with Garry Crider, Director of Purchasing (717-780-1164 or [cgcrider@hacc.edu](mailto:cgcrider@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 PURCHASE / INSTALL NEW BOILER.
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.

5. 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) Provista
  - d) Horizontal Resource Group
  - e) Amerinet
  - f) US Communities
6. Tax Exemption: HACC is a Non Profit, Tax Exempt organization. A certificate of tax-exempt status will be provided to the selected provider.
7. 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 the HACC Team Membership during the Mandatory Site Visit.
- Due Date: Requests for registration will be accepted until Tuesday, October 16, 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. HACC is setting aside time for questions prior to the auction. Questions will be responded to prior to the auction date.
  4. 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.
  5. Reverse auction event is held
  6. **Lowest bid** will be submitted to HACC Board of Trustees for approval at monthly Board meeting, held on the first Tuesday of every month.
  7. 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: **08-12** Bid Name: **PURCHASE / INSTALL NEW BOILER**

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**  
**08-12 PURCHASE / INSTALL NEW BOILER**

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**  
**#08-12**  
**For**  
**PURCHASE / INSTALL NEW BOILER**

**REQUEST FOR PRINTING**  
**BID - SPECIFICATIONS**

**I. INTRODUCTION:**

The existing Patterson-Kelly (PK) Boiler located at Whitaker Hall on the Harrisburg Campus needs to be replaced. Based on the model changes, the existing boiler (a model N1200-1200MBH) will be replaced with a smaller PK boiler (N1000-1000MBH). It has been determined by our in-house technicians that this change is acceptable.

**II. SCOPE OF WORK:**

- 1) Furnish labor and materials to replace the center Patterson-Kelly (PK) Boiler at the Whitaker Center.
- 2) Re-pipe existing vent and water lines to adapt to the new boiler.
- 3) Reuse existing electrical power wiring, install disconnect toggle switch and cover to shut off power to boiler.
- 4) Provide all factory startup and completion of warranty forms.
- 5) Clean up area and properly dispose of existing unit by following all Federal, State, and Local regulations.
- 6) All work can be performed during normal business hours.
- 7) Your firm must be authorized to install and maintain Patterson-Kelly boilers.

**III. MANDATORY SITE VISIT:**

**A MANDATORY SITE SURVEY is planned for Tuesday, October 9, 2007 @ 1:00PM at Harrisburg Area Community College, Harrisburg Campus, located at One HACC Drive, Harrisburg, PA 17110 at the College Service Center. The MANDATORY SITE SURVEY will include a tour of the locations to be serviced.**

The Pre-proposal Conference/Site Visit is **MANDATORY** for all prospective Offerors who wish to have their proposals considered. Proposals from prospective Offerors not attending, or who are not present for the **entire** pre-proposal conference/site visit will not be considered for award.

Any and all question concerning the Bid Package should be addressed during the Mandatory Site Visit.

**IV. REVERSE AUCTION:**

Instead of submitting proposal in a "Seal" bid package, HACC has elected to utilize the Reverse Auction Site eDynaquote ([www.edynaquote.com](http://www.edynaquote.com)).

In the conventional process, Bidders would prepare a proposal and submit the proposal in a sealed envelope and delivery the envelope to the Purchasing office by a specific date and time.

In this Bid Process, Bidders will in effect accomplish the same goal. Bidders will present their proposal on line. The lowest bid will be awarded the bidder, providing the suppliers adhere to all aspects of this bid package.

Further explanation of this bid process will occur at the Mandatory Site Visit.

HACC – Central Pennsylvania’s Community College  
**Request for Information and Qualification**  
**08-12 – PURCHASE / INSTALL NEW BOILER**

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for **PURCHASE / INSTALL NEW BOILER**. Specifications and further information may be obtained at: [www.hacc.edu/rfp](http://www.hacc.edu/rfp) beginning - **Tuesday, September 25, 2007**. Vendor qualification requests due by **1:00PM** on **Friday, October 12, 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.