

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
Harrisburg & Lancaster Campuses  
**Request for Proposal**  
Installation of Roof Mounted Snow Guards  
HACC Solicitation #08-19

**Acknowledgement:** Please acknowledge receipt of this RFP by completing the information requested below and faxing to (717) 233-1666 upon receipt.  
**Please also include this page with your response.**

Bidder Name:		Contact Name:	
Address (include city, state, zip):			
Phone:		Fax:	
		Email:	

Check One:	<b>We will</b>		<b>Will Not</b>		be responding to this RFP.
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If not responding, please explain briefly:	

**Dates:**

Date of Issue: November 20, 2007  
Pre-Bid Meeting & Site Visit: November 29, 2007 at:  
10:00 am - Lancaster Campus  
1:00 pm -Harrisburg Campus  
Notice of Intent to Submit Proposals: November 28, 2007 by 4:00pm  
Proposals Due: December 5, 2007 at 2:00pm  
Contract Award: January 9, 2007

**Proposals are to be delivered to:**

Address: HACC, Central Pennsylvania’s Community College  
Office of Purchasing and Business Services  
Whitaker Hall, Room 130  
One HACC Drive  
Harrisburg, PA 17110  
Re; HACC Solicitation #08-19

Attention: Garry Crider, Director of Purchasing

Phone: (717) 780-1164

Request for Proposal  
Installation of Roof Mounted Snow Guards  
HACC, Central Pennsylvania's Community College  
Harrisburg Campus  
Harrisburg, PA

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DEADLINE TO SUBMIT PROPOSALS: December 5, 2007 at 2:00pm

PROPOSALS MUST BE DELIVERED TO: HACC  
Office of Purchasing & Business Services  
Whitaker Hall, Room 130  
One HACC Drive  
Harrisburg, PA 17110  
Attn: Mr. Garry Crider  
Re; HACC Solicitation #08-19

DIRECT QUESTIONS TO: Mark McCammon  
Project/Construction Manager  
Eastern pcm, LLC  
212 Locust Street, Suite 604  
Harrisburg, PA 17101  
epcm@easternpcm.com  
Fax: (717) 233-1666

BID PACKAGES OBTAINED FROM: Eastern pcm, LLC  
212 Locust Street, Suite 604  
Harrisburg, PA 17110  
(717) 233-3816

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1. KEY DATES

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

ACTIVITY	DATE & TIME
Advertisement	November 20, 2007
Notice of Intent to Submit:	November 28, 2007 by 4:00pm
Pre-Bid Meeting & Site Visit – Lancaster Campus	November 29, 2007 at 10:00am
Pre-Bid Meeting & Site Visit – Harrisburg Campus	November 29, 2007 at 1:00pm
Proposals Due – <b>Delivered to HACC – Attention Garry Crider</b>	December 5, 2007 by 2:00pm
Award of Contract	January 9, 2007

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:  
(Reference Section VI)

- a. Cover Letter
- b. Description of Qualifications
- c. Contractor History
- d. Cost Proposal

3. DEFINITIONS

The following terminology shall be used throughout this Request for Proposal.

**Campus**-HACC, Central Pennsylvania’s Community College – Harrisburg Campus, Harrisburg, PA (HACC)

**Contract**-shall be used herein to refer to the purchase order(s) generated by the final award.

**Contractor** shall be used herein to refer to the Bidder receiving the final award.

**Purchaser**- HACC, Central Pennsylvania’s Community College (HACC)

**Response or Proposal**-as used herein shall be understood to mean the written proposal to provide services.

**RFP**-Request for Proposal

**College**- HACC, Central Pennsylvania’s Community College – Harrisburg Campus, Harrisburg, PA (HACC)

**Bidder, Contractor, Proposer, Supplier**-as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

**Construction/Project Manager** – Eastern pcm, LLC

## I. PROGRAM REQUIREMENTS

### A. PURPOSE

HACC formally invites responses to provide information to be used in the decision to contract services to install Roof Mounted Snow Guard Systems at:

- 1) HACC Lancaster Campus
  - Main Hall
  - East Hall
  - Physical Facilities Building
- 2) HACC Harrisburg Campus
  - Select Medical Health Education Pavilion

The College reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal(s) and to award the contract in the best interests of the College.

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Bidders response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Bidder may be grounds for rejection of the Bidders proposal. Bidder specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of proposal page contained herein.

### B. PROJECT PRICE CHANGES

Any changes in project workscope that alters costs must have prior written approval from the Project Manager.

William P. Morgan of Eastern pcm, LLC shall be the authorized representative of the College for purposes of interpretation of contract requirements.

### C. CONTRACT STANDARDS

After the Contract(s) are awarded (see award of Contract below) it will be the Contractor representative's responsibility to confirm with the College's authorized representatives, whether or not there is correct and sufficient funds available for the project through the issuance of a Purchase Order.

### D. INVOICES AND STATEMENTS

Invoices must be descriptively itemized and must clearly indicate the applicable College Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at time of project completion before payment can be authorized.

A copy of the invoice statement is to be submitted to the "Bill to. . ." location identified per the Purchase Order.

Any invoices submitted without an approved college Purchase Order referenced is subject to being classified as a gift to the College.

E. FINAL INSPECTION AND PROJECT ACCEPTANCE

Determination of adequacy of performance project completion shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be Mark McCammon, Project/Construction Manager, Eastern pcm, LLC, Telephone No. (717) 233-3816.

F. PAYMENT

The College will make payment to the contractor from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and statements are in proper form.

Proposers may include in their response their ability to accept credit card payments and any additional costs related to providing this capability.

**II REQUEST FOR PROPOSAL**

HACC formally invites responses to this Request for Proposal to provide information to be used in the acquisition to contract services for the installation of roof mounted snow guard systems at:

- 1) HACC Lancaster Campus
  - Main Hall
  - East Hall
  - Physical Facilities Building
- 2) HACC Harrisburg Campus
  - Select Medical Health Education Pavilion

Interested parties are invited to submit proposals to HACC, Office of Purchasing and Business Services, Whitaker Hall, Room 130, One HACC Drive, Harrisburg, PA, attention Garry Crider. Please reference HACC Solicitation #08-19 on the Proposal documents. Proposals will be accepted until 2:00pm on December 5, 2007.

This Request for Proposal contains the instructions governing the proposals to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, and general guidelines for submission of proposals.

A. WORK SCOPE

The Work Scope for this Request for Proposal is defined in detail in Section IX: EXHIBITS/SPECIFICATIONS.

B. PRE-BID MEETING/SITE VISIT

A pre-bid meeting & site visit will be held at the:

- 1) HACC Lancaster Campus – November 29, 2007 at 10:00am  
Meet at Physical Facilities Building – Main Entrance  
1641 Old Philadelphia Pike, Lancaster, PA 17602
- 2) HACC Harrisburg Campus – November 29, 2007 at 1:00pm  
Meet in South side of Select Medical Health Education Pavilion  
One HACC Drive, Harrisburg, PA 17110

C. RFP CLARIFICATION

Proposers may request an explanation, in writing, of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any Proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing or distributed as an addendum by Eastern pcm, LLC.

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

**Communication concerning the Request for Proposal shall be made in writing and can only be with Mark McCammon, Project/Construction Manager, Eastern pcm, LLC. Written requests for information can be made via fax, (717) 233-1666 or [epcm@easternpcm.com](mailto:epcm@easternpcm.com). Oral communication with any 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.**

The college will evaluate a Proposer's "confidence in its own ability to perform" based on a given Proposer's willingness to provide the College with meaningful contractual assurances and remedies.

In summation of the College's general objectives regarding this Request for Proposal, the College has a sincere desire to award the transaction based on reliable information. In other words, Proposers to this RFP will have demonstrated their agreement that whether verbal or written, the company can perform to the requirements of this Proposal.

D. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, Eastern pcm, LLC, the Project/Construction Manager, will provide addenda in writing to the Proposers. No oral statements, explanations, or commitments by whomsoever made shall be of any effect except as the same are confirmed in writing by Eastern pcm, LLC.

E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

HACC is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. HACC will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, sex, age, marital status, religion, creed, political belief, mental or physical disability, or status as Vietnam era or disabled veteran. The contractor will comply with the Americans with Disabilities Act of 1990.

F. NON-DISCRIMINATION

HACC is committed to non-discrimination and equal employment opportunity. HACC will not contract with any firm that is not an equal opportunity employer.

G. ACCEPTANCE OF PROPOSALS

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, 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 Proposer's response to this RFP.

**III GENERAL CONTRACTUAL REQUIREMENTS**

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC through this Request for Proposal and contract conditions contained herein, to establish to the greatest possible extent, complete clarity regarding the requirements of both parties to the contract resulting from the Request for Proposal.

Before submitting a proposal, the Contractor shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Contractor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP contractor represents that:

- 1) The contractor has read and understands the Contract specifications and conditions.
- 2) The contractor will perform the work in compliance with Commonwealth of Pennsylvania, Federal and Local Laws, Regulations, Standards, Ordinances and Codes.

B. ASSIGNMENT OR TRANSFER

This contract may not be assigned or transferred in whole or in part, without the written permission of HACC Purchasing and Business Services Office, nor may any rights to any monies due or to become due hereunder be assigned.

C. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor providing services for HACC

D. INSURANCE

The Contractor shall provide insurance coverage as required by this section. Certificates of insurance coverage shall be filed with HACC within thirty (30) days of notice of award of contract. In no instance may any work commence prior to receipt of the certificates. A signed contract issued as notice of award shall not be considered valid until HACC has received the certificates.

The Contractor shall maintain the following minimum insurance:

1. Workers' Compensation Insurance Coverage, with proof of Workers' Compensation Coverage in accordance with Pennsylvania statutory requirements

2. Comprehensive General Liability insurance, including automobile liability, personal injury and property damage with limits of not less than \$1,000,000 each claim and a combined single limit of not less than \$2,000,000 per occurrence.

**Note: Eastern pcm, LLC is to be named as an additional insured.**

E. INDEMNIFICATION

The Contractor shall hold HACC harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this contract or from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

F. CONTRACT MANAGER

Eastern pcm, LLC, the Project/Construction Manager, shall be the authorized representative of the College for purposes of interpretation of contract requirements. Determination of adequacy of performance shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

G. TERM OF CONTRACT AND INSTALLATION

All work must be completed by March 1, 2008.

Working hours are Monday through Friday, 7:00am – 5:00pm.

**IV RIGHTS AND REMEDIES**

A. ARBITRATION

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and Contractor.

In responding to a claim brought by a Contractor, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. LITIGATION

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred including court costs and attorney's fees incurred in appellate proceedings.

C. VENUE AND JURISDICTION

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.

D. RIGHT TO AUDIT

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the Contractor, as they pertain to the College. Such audits, shall be performed by auditors selected by the College only if deemed necessary by the College.

E. FORCE MAJEURE

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V PROPOSAL SUBMISSION

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. INCURRED COST

The College is not liable for any costs incurred by the Proposer in the preparation and presentation of their proposals.

C. SIGNATORIES

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in the designated area on page one (1) of the RFP. The proposal shall be signed with ink or indelible pencil.

D. MULTIPLE PROPOSALS – NOT APPLICABLE

E. PROPOSAL DEADLINE

**To be considered for selection, proposals shall be delivered to HACC, Office of Purchasing and Business Services, Whitaker Hall, Room 130, One HACC Drive, Harrisburg, PA on or before December 5, 2007 at 2:00pm. Proposals must be in a sealed envelope, clearly marked "HACC – Snow Guard Installation – HACC Solicitation #08-19".**

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC. Proposals arriving after the deadline will not be considered. All proposals become the property of HACC.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

**Two (2) copies** of the General Proposal will be submitted in a sealed envelope clearly marked with the name of the Proposer and labeled "Proposal – West Cooling Tower Sump Replacement". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copy does require original signatures.

The proposals must be addressed as follows: HACC  
Whitaker Hall, Room 130  
One HACC Drive  
Harrisburg, PA 17110  
Attn: Garry Crider, Director of Purchasing  
Re; HACC Solicitation #08-19

G. PREVAILING WAGE RATES

All projects in excess of \$25,000 are subject to the Pennsylvania Department of Labor and Industry Prevailing Wage Rates. Rates applicable have been established by the Pennsylvania Department of Labor and Industry and can be viewed/downloaded at [www.dli.state.pa.us](http://www.dli.state.pa.us), Serial Nos. 07-6288 and 07-6289.

**VI FORMAT FOR PROPOSAL**

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Contractor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

1. Briefly summarize the Contractor's ability to provide the services specified in the RFP.
2. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with HACC to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.
3. Information should include: the company name, federal Taxpayer Identification Number, address, telephone number, FAX number, name, and title of the person to contact, name(s) of principal(s) assigned to negotiate for Contractor (if any), and the name of the individual or company who will manage the project.
4. Certification as to correctness of the proposal and the authority of person signing to bind Contractor.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

Each proposal must contain a description of the Contractor's qualifications to perform the services specified in this RFP.

D. CONTRACTOR HISTORY

Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing goods and services closely related to the requirements specified in this RFP. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one proposed. References must include the following:

- 1) Name of the firm or corporation.
- 2) The dates of each contract or agreement under which the Contractor provided such services.
- 3) The names, address, and telephone number of a contract person for each contract.
- 4) A brief description of the related projects.

E. COST PROPOSAL

**Bidders may bid on the HACC Lancaster Campus portion of the project only or the Harrisburg Campus portion of the project only. Bidders may also submit a combined bid on the work at both the Lancaster and Harrisburg Campuses.**

See Section: X. Bid Form for Roof Mounted Snow Guard Installation.

VII EVALUATION

A. PROPOSAL PROCESS

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each Proposer. The register of proposals shall be open to public inspection only after award of the contract. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this request for proposal. Factors not specified in the request for proposal shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
  - (a) responsive; or
  - (b) non-responsive.
4. Discussions may be held with one or more Proposers to:
  - (a) promote understanding of the College's requirements and the Proposers' proposals; and
  - (b) facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the request for proposals.
  - (c) Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential Contractor.
  - (d) Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal.
  - (e) One or more Proposers may be provided an opportunity to submit a "best and final" offer.
5. References and the credit and financial responsibility of the Proposers may be verified as appropriate.

**B. EVALUATION CRITERIA**

The selection of the Contractor will be made after evaluating proposals, based upon the responsiveness of the proposals to the goals and objectives of the College's needs.

**VIII. AWARD**

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made, or at anytime prior to entering into a formal written agreement with the Contractor.

The College intends to execute a contract with the Contractor(s) submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the Contractor to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

After selection approval by the colleges Board of Trustees, HACC will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(s) whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

## **IX. EXHIBITS / SPECIFICATIONS**

### **PROJECT SUMMARY**

#### **INTRODUCTION**

HACC , Central Pennsylvania’s Community College, plans to install Roof Mounted Snow Guard Systems at the HACC-Lancaster Campus on the following facilities: Main Hall, East Hall, Physical Facilities Building and at the HACC-Harrisburg Campus at the Select Medical Education Pavilion per the plans and specifications developed by Murray Associates Architects, P.C. dated November 14, 2007.

#### **SCOPE**

All work will be constructed in accordance with the plans and specifications developed by Murray Associates Architects, P.C.

#### **PLANS**

<u>Title</u>	<u>Plan Number</u>	<u>Date</u>
Harrisburg Area Community College East Hall Lancaster Campus Roof Snow Guard Installation	E2.0	November 14, 2007
Harrisburg Area Community College Main Hall Lancaster Campus Roof Snow Guard Installation	E2.1	November 14, 2007
Harrisburg Area Community College Physical Facility Lancaster Campus Roof Snow Guard Installation	E2.2	November 14, 2007
Harrisburg Area Community College Select Medical Main Campus Roof Snow Guard Installation	E2.3	November 12, 2007

#### **WORK HOURS**

Monday through Friday, 7:00am – 5:00pm.

**X. BID FORM**

**PROJECT:** Roof Mounted Snow Guard Installation – Harrisburg and Lancaster Campuses (Solicitation #08-19)

**BID TO:** HACC – Central Pennsylvania’s Community College

**BID FROM:** \_\_\_\_\_  
TYPE or PRINT Name and Address of Entity Submitting Bid Here

**Bidders may bid on the HACC Lancaster Campus portion of the project only or the Harrisburg Campus portion of the project only. Bidders may also submit a combined bid on the work at both the Lancaster and Harrisburg Campuses.**

1. BIDDERS will complete the Work in accordance with the Contract Documents for the following Contract amount:

**Bid Item #1 – Harrisburg Campus:**

LUMP SUM \$ \_\_\_\_\_ (in figures)

\$ \_\_\_\_\_ (in words)

**Bid Item #2 – Lancaster Campus:**

LUMP SUM \$ \_\_\_\_\_ (in figures)

\$ \_\_\_\_\_ (in words)

**Bid Item #3 – Total Combined Bid (Bid Item #1 + Bid Item #2):**

LUMP SUM \$ \_\_\_\_\_ (in figures)

\$ \_\_\_\_\_ (in words)

SCHEDULE: All work shall be completed by March 1, 2008.

WARRANTY: All work shall be guaranteed for twelve (12) months after acceptance by the Owner.

SUBMITTED: \_\_\_\_\_, 2007  
TYPE or PRINT date of bid submission here

**HACC RESERVES THE RIGHT TO ACCEPT ANY COMBNINATION OF BIDS THAT ARE IN THE BEST INTEREST OF THE COLLEGE.**

By: **When Bidder is an Individual**

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

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(Legal Name of Contracting Firm)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Authorized to Sign)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Printed name and Title of Person Authorized to Sign)

\_\_\_\_\_  
(Printed name of Witness)

By: **When Bidder is a Partnership**

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

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(Legal Name of Contracting Firm)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Partner Authorized to Sign)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Printed name of Partner Authorized to Sign)

\_\_\_\_\_  
(Printed name of Witness)

\_\_\_\_\_  
(Signature of Partner Authorized to Sign)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Printed name of Partner Authorized to Sign)

\_\_\_\_\_  
(Printed name of Witness)

By: **When Bidder is a Corporation**

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

\_\_\_\_\_  
(Legal Name of Corporation) (SEAL)

Incorporated under the laws of : \_\_\_\_\_  
(Printed Name of State)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Signature of Corporate Secretary)

\_\_\_\_\_  
(Printed name and Title of Authorized Officer)

\_\_\_\_\_  
(Printed name of Corporate Secretary)

**XI. NOTIFICATION OF INTENT TO SUBMIT PROPOSAL**

**Installation of Roof Mounted Snow Guards – Solicitation # 08-19**

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Mark McCammon, Project Manager, Eastern pcm, LLC, 212 Locust Street, Suite 604, Harrisburg, PA 17101 no later than Thursday, November 28, 2007 via fax at (717) 233-1666 or e-mail this document to [epcm@easternpcm.com](mailto:epcm@easternpcm.com).

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Representative's Name \_\_\_\_\_

Representative's Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

FAX Number \_\_\_\_\_

**Check all that apply:**

- Will submit a Proposal for:
- HACC Lancaster
- HACC Harrisburg
- Both HACC Lancaster & HACC Harrisburg
  
- Will NOT submit a Proposal

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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