

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
REQUEST FOR BID  
**08-37 STUDENT HANDBOOK / PLANNER**

**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 bid 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: **Saturday – February 9, 2008**

Deadline for Questions: **Tuesday – February 19, 2008 – by 11:30AM**

Responses to the Questions: **– Thursday 21, 2008 – by 4:30PM**

Submit Notice of Intent to Submit Proposal Due Date: **Tuesday – March 4, 2008 – by 2:00PM**

PROPOSAL DUE DATE: **Thursday – March 6, 2008 – by 11:30AM**

Board Meeting: **Tuesday, April 1, 2008** (Please note: Final official bid results will be released after this date. All bidders who respond to the RFP will receive an award notification letter in the mail within one week of this date.)

**HACC Information and Proposal 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

**Terms:**

1. All bids must be mailed or hand delivered in a **sealed** envelope clearly marked with your company name and the HACC bid number. **Faxes are NOT acceptable.**
2. All bids must be signed by an authorized representative of the company.
3. The College reserves the right to select all or any items on the RFB or to reject all bids.
4. Bids must include all costs and shipping/handling/freight charges. HACC is tax exempt.
5. Do not include a copy of the original RFB with your response.
6. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount.”

**SPECIFICATIONS  
FOR 08-37  
Student Planner Overview  
2008-2009**

HACC, Central Pennsylvania's Community College produces a yearly Student Handbook/Planner. The information in the Planner consists of 64 pages of student information, a yearly calendar by week with college information per day, a blank monthly calendar will be included proceeding each month with monthly holidays included. The HACC Student Planner is a specialized format with additional on-line services beyond printing.

Bidders are required to format the handbook / planners to fit 5 x 8 size supplied by HACC. The end product must be reviewed by Lynette Debrito, Assoc Dean Student Life (717-780-3279) and Debra Miller, Publications Technician (717-780-2449) prior to final production.

Only Planner Printers who can fulfill the information listed below, need respond to this Bid. The Bid will be awarded as long as all specifications can be met

The HACC Student Planner needs to include:

14,000 units

Planner size 5" x 8"

Double wire spiral bound

Poly front cover with custom design

Custom poly back design with delayed opening schedule on inside and 2 yearly calendar on inside of back cover

Color(s): Black, Burgundy (PMS 201)

64 pages of school specific information

130 planner/calendar pages (weekly layout format on 2 facing pages)

Monthly calendar following the 4/5 week layout with monthly holidays included

On-line planner access for calendar updates/edits

On-line planner access for students

On-line planner/ftp access to upload all information for printing

Higher Education Planning Stickers (one sheet)

Delivery date: August 4, 2008

Materials ready for printer: April 12, 2008

Delivery to:

HACC  
Mail and Receiving dock  
One HACC Drive  
Harrisburg PA 17110

Further breakdown of specifics are on the following pages. A sample of last years' Student Planner can be provided at Vendor request.

For HACC Board of Trustees meeting April 1, 2008.

Bid request by: HACC Office of Student Life, Lynette DiBrito, Associate Dean of Student Life and Debra Miller, Publication Technician, (717) 780-2449.

Prepared by: Lynette DiBrito, Associate Dean, Student Life

Job Title: HACC Student Planner, 2008-2009. Sample from last year can be provided.

Job description: Double wire spiral bound, Poly front cover with custom design, Custom poly back design with delayed opening schedule on inside, Color(s): Black, Burgundy 64 pages of school specific information 130 planner/calendar pages (weekly layout format on 2 facing pages) with monthly calendar following the 4/5 week layout

Job Description: 194 pages TOTAL of text plus 4 page cover. (weekly layout format - 2 pages per week) - info entered by HACC through web set up,

PMS 201 + black.

size: 5" x 8" vertical format, page by page flat.

screen: Standard 133 line screen on one or two black and white photos or HACC logo, front cover only.

photos: Photos bleed, on cover only.

quantity: 14,000

stock: Front & back covers, poly

PMS 201 + black, both side printed.

Text pages, 50# text white smooth, black only, two sides, no bleed, must be formatted from a Word document

Inks: Front & back covers print PMS 201 (HACC red) + black, bleeds, both sides, Text prints black only.

Special deal: Page of pre-printed calendar stickers, Ex: Assignments, tests, Mid-term, and etc.

Online planner access for calendar updates/edits; online planner access for students

Mechanical art for cover: Files created in InDesign, Creative Suites 2, PC format with PDF provided High resolution photo scans in place.

Binding: Collate to punch and white/clear/black double wire coil, NO GBC

Proofs: Show blueline. HACC should be allowed 24 Author's Alterations on copy only at time of blueline. Also show IRIS proof of cover photos. Any cost of additional Author's Alterations should be indicated with your bid on a per item basis.

Delivery: Project should deliver ON MONDAY, August 4, 2008. Extremely dated material - delivery past this due date will not be acceptable, and HACC will neither accept nor remit payment for this project if it is delivered after the specified delivery date.

FOB HACC Campus, One HACC Drive, Harrisburg, PA, HACC Mail Center

Remarks: 100% of copy available to printer by April 15, 2008.

Additional info: This project will require a first-quality printing. All slides, artwork, mechanical art and diskettes must be returned to HACC upon delivery of completed project. PLEASE NOTE THAT HACC DOES NOT ACCEPT UNDERRUNS. HACC CANNOT ACCEPT OR PURCHASE OVERRUNS OF OVER 1% OF THE QUANTITY SPECIFIED.

Bids must be submitted to the HACC Purchasing Department, in accordance with specifications outlined. Address is HACC Purchasing Department, Whitaker Hall, Room 130, One HACC Drive, Harrisburg, PA, 17110. Bid deadlines will be set by the HACC Purchasing Department. Bids will be submitted to the Board of Trustees for approval.

All questions regarding bid preparation or bidding procedure and printing specifications should be addressed to:

Garry Crider, Director of Purchasing, 717-780-1164.

**COST PROPOSAL SHEET**  
**08-37**  
**STUDENT HANDBOOK / PLANNER**

The Bidder shall propose the costs to furnish the services in accordance with this RFP. Award will be made to the Contractor(s) whose proposal is most advantageous to the College.

1. base bid: 14,000 units: \$ \_\_\_\_\_ Net, FOB HACC Campus,  
Harrisburg

2. additional cost per 1,000: \$ \_\_\_\_\_

3. Price per additional 16 pages: \$ \_\_\_\_\_

4. cost per color separation: \$ \_\_\_\_\_

(@ 4" x 5", from color photo)

5. cost per halftone photo: \$ \_\_\_\_\_

(@ 4" x 5", from color photo)

6. Cost per page, Author's Alterations \$ \_\_\_\_\_

(above the specified 24 Author's Alterations to be included in base bid)

TERMS \_\_\_\_\_ DELIVERY \_\_\_\_\_

ESTIMATOR \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Remit your bid to:

Garry Crider, Director of Purchasing  
Whitaker Hall, Room 130  
One HACC Drive  
Harrisburg, PA 17110  
Telephone: 717-780-1164  
Fax: 717-780-2325  
E-mail: cgcrider@hacc.edu

## Notification of Intent to Submit Proposal

### NOTIFICATION OF INTENT TO SUBMIT PROPOSAL 08-37 STUDENT HANDBOOK / PLANNER

Please refer to the Request for Proposal Package covering Student Handbook /Planner for Proposal Number **08-37: Student Handbook / Planner** for Harrisburg Area Community College.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Director of Purchasing, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110 no later than **Tuesday, March 4 2008, by 2:00PM**. Or fax this document to 717-780-2325 or e-mail this document to [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu).

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

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

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

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

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

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

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

We intend on doing the following: (check one)

1. ( ) We will submit a Proposal
2. ( ) We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

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

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**  
**REQUEST FOR BID**  
**08-37 – STUDENT HANDBOOK / PLANNER**

Harrisburg Area Community College is requesting quotes for **Student Handbook / Planner**. A copy of the RFB # **08-37** may be obtained at: [www.hacc.edu](http://www.hacc.edu) (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning **Saturday, February 9, 2008**. Responses due by **11:30AM** on **Thursday, March 6, 2008** in Whitaker Hall room 130. Harrisburg Area Community College reserves the right to accept or reject any or all Proposals. 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 Proposal for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.