

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Request for Information and Registration
09-05 : YEARLY 2009 ENVELOPES
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, July 23, 2008**

Acknowledgement Sheet Due Date: **Thursday, July 31, 2008 by 1:00PM**

Vendor Qualification Package Due Date: **Thursday, July 31, 2008 by 1:00PM**

AUCTION DATE: Tuesday, August 5, 2008 @ TIME 10:00AM to 10:15AM

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
HACC, Central Pennsylvania's Community College
#09-05

For

YEARLY 2009 ENVELOPES

Reverse Auction

REVERSE AUCTION DATE:

Tuesday, August 5, 2008
TIME 10:00AM to 10:15AM

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, July 23, 2008
Acknowledgement Sheet Due Date:	Thursday, July 31, 2008 by 1:00PM
Vendor Qualification Package Due Date	Thursday, July 31, 2008 by 1:00PM
Bid Event	Tuesday, August 5, 2008, from 10:00AM to 10:15AM

I. PURPOSE

HACC, Central Pennsylvania's Community College is issuing information and specifications for establishing an online Reverse Auction using a third party, **eDynaQuote**, for the attached **YEARLY 2009 ENVELOPES** package. The specifications are 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 Request for Bid document.

This document contains minimum specifications for the material 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 September. 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 2009 ENVELOPES.
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. HACC, Central Pennsylvania's 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 (National Intergovernmental Purchasing Alliance)
 - e) Amerinet
 - f) AEPA (Association of Educational Purchasing Agents)
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

or

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 **Thursday, July 31, 2008**. **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: 09-05 Bid Name: YEARLY 2009 ENVELOPES

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: _____

Address: _____

Remit Address: _____

Email 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
09-05 YEARLY 2009 ENVELOPES

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

HACC, Central Pennsylvania's Community College
#09-05
For
YEARLY 2009 ENVELOPES

REQUEST FOR BID – SPECIFICATIONS
HACC Lancaster Campus
Yearly 2009 Mailer Bid

REFERENCE ATTACHED EXCEL SPREADSHEET ENTITLED: 09-05 YEARLY FY2009 ENVELOPES TO CALCULATE YOUR BID RESPONSE. BIDDERS ARE ONLY REQUIRED TO COMPLETE THE FIRST TAB CALLED "RFB".

THIS SPREADSHEET MUST BE COMPLETED AND EMAILED TO GARRY CRIDER (cgcrider@hacc.edu) AFTER THE REVERSE AUCTION BY ALL BIDDERS PARTICIPATING IN THE AUCTION.

TERMS _____ DELIVERY: as specked

ESTIMATOR _____

SIGNATURE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL ADDRESS _____

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
09-05 – YEARLY 2009 ENVELOPES

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for **YEARLY 2009 ENVELOPES**. Specifications and further information may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning **-Wednesday, July 23, 2008**. Vendor qualification requests due by **1:00PM** on **Thursday, July 31, 2008**, 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.