

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
Request for Information and Registration
09-07: 2009 ANNUAL CREDIT TABLOIDS
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 30, 2008**

Deadline for Questions: **Monday, August 11, 2008 by Noon**

Responses to Questions Due: **Wednesday, August 13, 2008 by 4:00PM**

Acknowledgement Sheet Due Date: **Thursday, August 14, 2008 by 1:00PM**

Vendor Qualification Package Due Date: **Thursday, August 14, 2008 by 1:00PM**

AUCTION DATE: Monday, August 18, 2008@ TIME 11:00AM to 11:15AM

Board Meeting: **Tuesday, October 7, 2008** (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
HACC, Central Pennsylvania's Community College
#09-07

For

2009 ANNUAL CREDIT TABLOIDS

Reverse Auction

REVERSE AUCTION DATE:

Monday, August 18, 2008
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.

ACTIVITY	DATE & TIME
Advertisement Request for Qualifications	Wednesday, July 30, 2008
Deadline for Questions:	Monday August 11, 2008 by Noon
Responses to Questions Due:	Wednesday, August 13, 2008 by 4:00PM
Acknowledgement Sheet Due Date:	Thursday, August 14, 2008 by 1:00PM
Vendor Qualification Package Due Date	Thursday, August 14, 2008 by 1:00PM
Bid Event	Monday, August 18, 2008, from 11:00AM to 11:15AM
Award of Contract	Following: Tuesday, October 7, 2008 BOT Meeting

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 **2009 ANNUAL CREDIT TABLOIDS** package. The scope of work 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 product(s) 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 2009 ANNUAL CREDIT TABLOIDS.
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) Horizontal Resource Group
 - d) Provista
 - e) Amerinet
 - f) US Communities
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

- Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP # 09-07" to HACC, Central Pennsylvania’s Community College, Purchasing and Business Services Office, ATTN: Garry Crider, Director of Purchasing, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-2325. Email Questions are acceptable at cgcrider@hacc.edu. Such requests must be received no later than Monday, August 11, 2008 by Noon.
- Due Date: Requests for registration will be accepted until Thursday, August 14, 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. 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: 09-07 Bid Name: 2009 ANNUAL CREDIT TABLOIDS

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
09-07 2009 ANNUAL CREDIT TABLOIDS

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
#09-07
For
2009 ANNUAL CREDIT TABLOIDS

Yearly 2009 CREDIT TABLOIDS COMBINED PRINTING BID
FOR (4) CAMPUSES: GETTYSBURG / LEBANON / YORK
HARRISBURG

Method of Printing Coldpress Web/ Mini Web

Size (*standard newsprint*) Mini-tab format: Page size 6inches wide x 10½ inches deep (finished size)

SPRING 2009 TABLOIDS

Number of Pages **Harrisburg:** (24) 6x10½ inch numbered pages.
Gettysburg: (16) 6x10½ inch numbered pages.
Lebanon: (16) 6x10½ inch numbered pages.
York: (16) 6x10½ inch numbered pages.
HACC reserves the right to reduce the number of pages after copy is formatted and have the price reduced proportionately.

Quantity **Harrisburg:** 138,700 units total – 2,000 to Harrisburg Campus - remainder to Direct Mail facility (136,700)
Gettysburg: 75,532 units total – 500 to Gettysburg Campus - remainder to Harrisburg/Lancaster Post Offices (75,032).
Lebanon: 17,986 units total – 500 to Lebanon Campus - remainder to Harrisburg/Lancaster Post Offices (17,486)
York: 94,467 units total – 1,000 to York Campus - remainder to Direct Mail facility (93,467).

SUMMER 2009 TABLOIDS (Summer/Fall combined tabloid for Lebanon, Gettysburg, and York campuses; separate Summer and Fall tabloids for Harrisburg Campus.

Number of Pages **Harrisburg:** Two (2) separate tabloids; **Summer & Fall**
Summer: (24) 6x10½ inch numbered pages.
Fall: (24) 6x10½ inch numbered pages.

Gettysburg: (20) 6x10½ inch numbered pages.
Lebanon: (20) 6x10½ inch numbered pages.
York: (20) 6x10½ inch numbered pages.

HACC reserves the right to reduce the number of pages after copy is formatted and have the price reduced proportionately.

Quantity **Harrisburg:** Two (2) separate tabloids; **Summer & Fall**
Summer: 3,000 units total – on-campus ONLY.
Fall: 3,000 units total – on-campus ONLY.

Gettysburg: 75,532 units total – 500 to Gettysburg Campus
- remainder to Harrisburg/Lancaster Post Offices (75,032).
Lebanon: 17,986 units total – 500 to Lebanon Campus
- remainder to Harrisburg/Lancaster Post Offices (17,486)
York: 94,467 units total – 1,000 to York Campus
- remainder to Direct Mail facility (93,467).

FALL 2009 TABLOIDS (only Harrisburg/Gettysburg/York – Lebanon does not do a Fall tabloid reprint)

Number of Pages **Harrisburg:** (24) 6x10½ inch numbered pages.
Gettysburg: (16) 6x10½ inch numbered pages.
York: (16) 6x10½ inch numbered pages.
HACC reserves the right to reduce the number of pages after copy is formatted and have the price reduced proportionately.

Quantity **Harrisburg:** 138,700 units total – 2,000 to Harrisburg
Campus - remainder to Direct Mail facility (136,700)
Gettysburg: 75,532 units total –
500 to Gettysburg Campus - remainder to
Harrisburg/Lancaster Post Offices (75,032).
York: 94,467 units total – 1,000 to York Campus
- remainder to Direct Mail facility (93,467).

Samples **25 samples of each Campus/location MUST be delivered to the Public Relations office, upon completion. It is critical that the P.R. Office have samples of delivered projects for quality evaluation in preparation for future bids.**

Stock 50 lb. white first run sheets only-seconds not acceptable

Inks Full color (4/4) (Common throughout)

Type, Art & Mechanicals Photo scans, proofs, blueline to be provided by printer. Complete document files provided by

HACC Public Relations Department.

NOTE: Postal indicia must be removed from back cover on campus copies. On York tabloids, where direct mail processing is scheduled, there will be postal indicia printed in the upper right-hand corner of the mailing panel.

The cost of 24 Author's Alterations per tabloid is to be included in bid.

Photographs Photos will be submitted scanned into place in InDesign CS2 or QuarkXpress document.

Proofs

- College will require a minimum of three full working days to review blueline proof. HACC Public Relations Department will schedule a meeting, whether in person or by phone, to arrange a production schedule with the printer who is awarded the contract.
- **ONE set of blueline proofs for one proofing opportunity** are required for HACC proofreading purposes. Proofs are to be mailed/delivered to Harrisburg Campus, Public Relations Department.
- If, upon receipt of proofs, HACC feels that printer errors are excessive, that set of proofs will be returned to the printer to adjust and remit new proofs. The corrected proofs will be required at no extra cost to the College, and should in no way affect the agreed-upon production schedule.

OF SPECIAL NOTE: Delivery and pick up of proofs are printer's responsibility and any costs will be the responsibility of the printer. If an overnight courier service is required, the printer must furnish an account number of the courier of their choice to pay for the services. If an account number cannot be furnished, the printer must be responsible for accepting collect shipment charges or must agree to have the overnight charges deducted from the bill for printing and mailing services.

Folding To finished size of 6x10½ inches with gluing.

Trim Trim flush on top, bottom, and side with strict conformity to specified margins.

Copy Copy will be provided in InDesign CS2 for Windows or in QuarkXpress for Mac.

Delivery **DATE-SENSITIVE MATERIAL:
STRICT ADHERANCE TO DELIVERY DATES
MUST BE OBSERVED.**

SPRING TABLOIDS On-campus tabloids on or before **October 6, 2008.**

tabloids to various Post Offices or direct mail facilities on or before **October 6, 2008**.

SUMMER TABLOIDS

On-campus tabloids on or before **March 2, 2009**.
tabloids to various Post Offices or direct mail facilities on or before **March 2, 2009**.

FALL TABLOIDS

On-campus tabloids on or before **May 18, 2009**.
tabloids to various Post Offices or direct mail facilities on or before **May 18, 2009**.

Dates will be verified with printer.

CRITICAL – PLEASE READ

A copy of USPS form 3602 WITH THE PROJECT NAME CLEARLY STATED ON THE FORM and a sample for the Gettysburg and Lebanon campuses **MUST** must be delivered to the Manager of Mail and Receiving Services, Harrisburg Area Community College. The USPS requires that we keep a copy of the mailing form and a sample piece for each mailing that uses our permit imprint.

Postal Bundling, sorting, collating, labeling, coding and ANY AND ALL REQUIREMENTS SPECIFIED BY THE POSTMASTER OF THE HARRISBURG OR LANCASTER POST OFFICE necessary to facilitate the expeditious and proper handling of a NONPROFIT ENHANCED CARRIER ROUTE SATURATION LETTER RATE TO POSTAL CUSTOMER OR RESIDENTIAL CUSTOMER mailing will be the sole responsibility of the PRINTER.

PLEASE NOTE: It is the responsibility of the printer to see to it that in preparing the mailing, all pieces for the same post office must be secured in packages of 50 so far as practicable, and each package must bear a facing slip showing desired distribution (city, state, zip code and carrier route i.d.). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip. The bundles must be secured in such a manner that bundles are not broken and facing slips are secure in post office handling. **The Postal Service will not accept broken bundles.**

If the printer desires to pallet the mailing for delivery to the Postal Service, the printer is responsible for following the regulations as outlined in section M045 of the Domestic Mail Manual of the Postal Service.

If the above regulations are not followed, the Postal Service may reject the mail. If a mailing is rejected by the Postal Service, the printer will be required to repair all errors to bring the mailing into compliance with Postal Service regulations.

Remarks: 100% of copy for all tabloids available to printer by:

SPRING TABLOIDS	September 12, 2008
SUMMER TABLOIDS	February 11, 2009
FALL TABLOIDS	April 27, 2009

Dates will be verified with printer.

Terms (PLEASE READ CAREFULLY)

If, after proof of a certain tabloid, it is determined by the HACC Public Relations Department that there exists a reasonable possibility that the printer is incapable - **whether through non-performance, lack of adequate service, or improper scheduling** - of completing the tabloid within the requirements of the HACC Public Relations Department, HACC retains the right to cancel the remainder of the contract at no added penalty or cost.

- Specifications call for **first quality printing**: consistent inking and screens, even trim, folding and pagination. No substitutions on specifications may be made by printer without prior approval of the Public Relations Department. **Job will not be accepted unless all specifications and instructions regarding copy, layout, camera and press are met.**

All photographs, art, dummies, diskettes and copy are to be returned to the Public Relations Department when job is delivered.

NOTE: HACC cannot accept an underrun nor pay for an overrun of more or less than 1% of the quantity specified. If the job is underrun, HACC should be notified in advance of billing, and should be credited for the underage. If overrun, HACC should be notified in advance of billing, and the additional amount should be billed separately from the bid amount approved by the HACC Board of Trustees. All art and photos are the property of Harrisburg Area Community College and are to be returned to HACC on completion of job.

NOTE: The college reserves the right, until **September 12, 2008; February 11, 2009; and April 27, 2009** to significantly reduce the quantity of tabloids to be printed and mailed.

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

PROPOSALS:

HACC, Central Pennsylvania's Community College

To be completed for the September 2008 Board of Trustees meeting
Yearly 2009 CREDIT TABLOIDS COMBINED PRINTING BID
FOR (4) CAMPUSES: GETTYSBURG / LEBANON / YORK /
HARRISBURG

PRICES WILL BE SUBMITTED ON THE REVERSE AUCTION SITE, www.edynaquote.com. At the end of the Reverse Auction, all bidders will be required to submit the below information to show the cost breakdown for each season.

PLEASE DO NOT EMAIL PRICING UNTIL AFTER THE REVERSE PRICING.

Price for Spring 09 Tabloids:

1. Base bid total \$ _____

Net – FOB the following locations:

Gettysburg Campus: (Quantity: 500) \$ _____

HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE (Quantity: 75,032)
Mail Fullfillment \$ _____

Lebanon Campus: (Quantity: 500) \$ _____

HARRISBURG POST OFFICE (Quantity: 17,486)
Mail Fullfillment \$ _____

York location: (Quantity 1,000), Direct Mail facility (Quantity: 93,467) \$ _____

Mail Fullfillment \$ _____

Harrisburg Campus: (Quantity 2,000), Direct Mail facility (Quantity: 136,700) \$ _____

Mail Fullfillment \$ _____

2. Additional cost, per 1,000 \$ _____

3. Additional cost for four pages \$ _____

4. Cost per Photograph \$ _____

5. Cost for AA's, per page \$ _____, beyond allocated 24 AA's per tabloid

Price for Summer 09 tabloids:

6. Base bid total \$ _____

Net – FOB the following locations:

	Summer Tabloid	Fall Tabloid
<u>Harrisburg Campus:</u>	\$ _____	\$ _____
	3,000 Units	3,000 Units
	Delivery charge \$ _____	

Gettysburg Campus: (Quantity: 500) \$ _____

HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE (Quantity: 75,032)
Mail Fullfillment \$ _____

Lebanon Campus: (Quantity: 500) \$ _____
HARRISBURG POST OFFICE (Quantity: 17,486)
Mail Fullfillment \$ _____

York location: (Quantity1,000), Direct Mail facility (Quantity: 93,467) \$ _____
Mail Fullfillment \$ _____

- 7. Additional cost, per 1,000 \$ _____
- 8. Additional cost for four pages \$ _____
- 9. Cost per Photograph \$ _____
- 10. Cost for AA's, per page \$ _____, *beyond allocated 24 AA's per tabloid*

Price for Fall 09 Tabloids:

11. Base bid total \$ _____

Net – FOB the following locations:

Gettysburg Campus: (Quantity: 500) \$ _____
HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE (Quantity: 75,032)
Mail Fullfillment \$ _____

York location: (Quantity 1,000), Direct Mail facility (Quantity: 93,467) \$ _____
Mail Fullfillment \$ _____

Harrisburg Campus: (Quantity 2,000), Direct Mail facility (Quantity: 136,700) \$ _____
Mail Fullfillment \$ _____

- 12. Additional cost, per 1,000 \$ _____
- 13. Additional cost for four pages \$ _____
- 14. Cost per Photograph \$ _____
- 15. Cost for AA's, per page \$ _____, *beyond allocated 24 AA's Per tabloid*

Price for All Tabloids:

16. Base bid total (total of line 1, 7, and 12) \$ _____

TERMS _____ DELIVERY _____

ESTIMATOR _____ PHONE _____

NAME OF COMPANY _____

*** I HAVE READ THE RFB DOCUMENT CAREFULLY AND UNDERSTAND THE PRINTER'S REQUIREMENTS AND RESPONSIBILITIES DEFINED THEREIN.

SIGNATURE _____

PRINT NAME _____

TERMS _____ DELIVERY _____

ESTIMATOR _____ PHONE _____

NAME OF COMPANY _____

*** I HAVE READ THE RFB DOCUMENT CAREFULLY AND UNDERSTAND THE PRINTER'S REQUIREMENTS AND RESPONSIBILITIES DEFINED THEREIN.

SIGNATURE_____

**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
09-07 – 2009 ANNUAL CREDIT TABLOIDS

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for **2009 ANNUAL CREDIT TABLOIDS**. 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 30, 2008**. Vendor qualification requests are due by **1:00PM** on **Thursday, August 14, 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.