

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
**Request for Proposal**

**09-21: MULTI-FUNCTIONAL DEVICES**

**Acknowledgement:** Please acknowledge receipt of this RFP 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:	<b>We will</b>	<input type="checkbox"/>	<b>Will Not</b>	<input type="checkbox"/>	be responding to this RFP.
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If not responding, please explain briefly:	

**Dates:**

Date of Issue: **Friday – November 7, 2008**

Deadline for Questions: **Tuesday – November 18, 2008 – by 11:30AM**

Responses to the Questions: **Thursday – November 20, 2008 – by 4:30PM**

Submit Notice of Intent to Submit Proposal Due Date: **Monday – November 24, 2008 – 3:00PM**

PROPOSAL DUE DATE: **Tuesday – November 25, 2008 – by 11:00AM**

**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

**Request For Proposal**  
**HACC, Central Pennsylvania's Community College**  
**#09-21**

**for**

**MULTI-FUNCTIONAL DEVICES**

**for**

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE  
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

**Tuesday – November 25, 2008– 11:00AM**

PROPOSALS MUST BE DELIVERED TO:  
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE  
PURCHASING AND BUSINESS SERVICES  
ONE HACC DR  
HARRISBURG, PA 17110

For information concerning the RFP process, required format and the schedule of activities,  
Please direct questions to:

Garry Crider, Director of Purchasing  
HACC, Central Pennsylvania's Community College  
Purchasing and Business Services  
Harrisburg PA 17110  
Telephone: 717-780-1164

## TABLE OF CONTENTS

1.	KEY DATES .....	5
2.	PROPOSAL SUBMISSION CONTENTS .....	5
3.	DEFINITIONS .....	5
I.	PROGRAM REQUIREMENTS .....	6-7
A.	PURPOSE .....	6
B.	PROPOSAL PRICING METHOD.....	6
C.	PROJECT PRICE CHANGES .....	6
D.	CONTRACT STANDARDS.....	6
E.	INVOICES AND STATEMENTS .....	6
F.	FINAL INSPECTION AND ACCEPTANCE .....	6
G.	PAYMENT.....	7
II.	REQUEST FOR PROPOSAL .....	7-8
A.	WORKSCOPE .....	7
B.	MANDATORY SITE SURVEY.....	7
C.	RFP CLARIFICATION .....	7
D.	ADDENDA TO THE RFP .....	8
E.	EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT.....	8
F.	NON-DISCRIMINATION.....	8
G.	ACCEPTANCE OF PROPOSALS .....	8
III.	GENERAL CONTRACT PROVISIONS.....	8-10
A.	EXAMINATION OF CONTRACT CONDITIONS.....	8
B.	ASSIGNMENT OR TRANSFER .....	9
C.	INDEPENDENT CONTRACTOR .....	9
D.	INSURANCE .....	9
E.	INDEMNIFICATION .....	9
F.	CONTRACT MANAGER .....	9
G.	TERM OF CONTRACT AND INSTALLATION .....	10
IV.	RIGHTS AND REMEDIES .....	10
A.	ARBITRATION.....	10
B.	LITIGATION .....	10
C.	VENUE AND JURISDICTION .....	10
D.	RIGHT TO AUDIT .....	10
E.	FORCE MAJEURE.....	10
V.	PROPOSAL SUBMISSION.....	11
A.	ECONOMY OF PREPARATION .....	11
B.	INCURRED COST .....	11
C.	SIGNATORIES.....	11
D.	ALTERNATE PROPOSALS.....	11
E.	PROPOSAL DEADLINE .....	11
F.	NUMBER OF COPIES AND MAILING OF PROPOSAL.....	11
VI.	FORMAT FOR PROPOSAL.....	12
A.	INTRODUCTION.....	12
B.	COVER LETTER.....	12
C.	DESCRIPTION OF QUALIFICATIONS .....	12
D.	CONTRACTOR HISTORY .....	12
E.	COST PROPOSAL .....	12

VII. EVALUATION ..... 13  
A. PROPOSAL PROCESS ..... 13  
B. EVALUATION CRITERIA..... 13

VIII. AWARD ..... 13-14

IX. SPECIFICATIONS/ATTACHMENTS ..... 15-19  
A. ATTACHMENT A – PURCHASE PRICE OF PROPOSED MULTI-FUNCTIONAL DEVICES .... INCL'D

X. COST PROPOSAL SHEETS ..... 20-25

XI. NOTIFICATION OF INTENT TO SUBMIT PROPOSAL ..... 26

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
a. Advertisement – Date of Issue	Friday – November 7, 2008
b. Deadline for Questions	Tuesday – November 18, 2008 – by 11:30AM
c. Responses to Questions	Thursday – November 20, 2008 – by 4:30PM
f. Submit Notice of Intent To Submit Proposal Due	Monday – November 24, 2008 – 3:00PM
g. Deadline to Submit Proposals	Tuesday – November 25, 2008 – by 11:00AM

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 Campus, Harrisburg PA

**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 Vendor receiving the final award.

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

**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, PA

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

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania's Community College formally invites responses to provide information to be used in the lease of nine (9) multi-functional digital Multi-Functional Devices for the College. 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.

B. PROPOSAL PRICING METHOD

The award will be to the lowest responsible bidder for everything in the RFP. If you cannot provide everything outlined in the RFP, describe in detail the reason(s) those items that you cannot be proposed. And propose on those goods or services that you can propose on.

C. PROJECT PRICE CHANGES

Any changes in project work scope that alters costs must have prior approval from the Vice President for Finance and College Resources.

HACC, Central Pennsylvania's Community College Director of Purchasing Department shall be the authorized representative of the College for purposes of interpretation of contract requirements.

D. 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.

E. 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.

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

G. 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, Central Pennsylvania's Community College formally invites responses to this Request for Proposal to provide information to purchase an Incoming Mail / Package Tracking System for the College.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania's Community College, Purchasing and Business Services, One HACC Drive, Harrisburg, PA 17110. Proposals will be accepted until **Tuesday, November 25, 2008, by 11:00AM.**

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. WORKSCOPE

To lease nine (9) multi-functional devices for the College (see Section IX: Specifications / Attachments).

B. MANDATORY SITE VISIT / BIDDERS CONFERENCE

**NONE REQUIRED.**

C. RFP CLARIFICATION

Proposers may request an explanation 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 and distributed as an addendum by College Purchasing Department.

Failure of the Proposer to make appropriate 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 can **only** be with Garry Crider, Director of Purchasing (717-780-1164 or [cgcriders@hacc.edu](mailto:cgcriders@hacc.edu)). Oral communication with any other College employee, unit, department, or organization concerning their 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, HACC, Central Pennsylvania's Community College Purchasing Department 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 the College Purchasing Department.

E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

HACC, Central Pennsylvania's Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. HACC, Central Pennsylvania's Community College 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, Central Pennsylvania's Community College is committed to non discrimination and equal employment opportunity. HACC, Central Pennsylvania's Community College 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, Central Pennsylvania's Community College 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, Central Pennsylvania's Community College Purchasing Department, 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 Harrisburg Area Community College.

**D. INSURANCE**

The Contractor shall provide insurance coverage as required by this section. Certificates of insurance coverage shall be filed with HACC, Central Pennsylvania's Community College Purchasing Department 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, Central Pennsylvania's Community College Purchasing Department has received the certificates.

The Contractor shall maintain the following minimum insurance:

1. Workers' Compensation Insurance Coverage. The Contractor shall provide HACC, Central Pennsylvania's Community College Purchasing Department 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.

**E. INDEMNIFICATION**

The Contractor shall hold HACC, Central Pennsylvania's Community College 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**

HACC, Central Pennsylvania's Community College Purchasing Department 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

The Contractor and HACC, Central Pennsylvania's Community College agree that an agreement resulting from this RFP shall be for a period from the date of award through project completion and acceptance by the College.

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 State 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. ALTERNATE PROPOSALS

A Contractor may submit an Alternate Proposal(s). The Alternate Proposal(s) may be submitted, showing in detail, where the Alternate Proposal differs from the requested specifications.

### E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at HACC, Central Pennsylvania's Community College Purchasing Department, One HACC Drive, Harrisburg, PA, 17110, by 11:00AM on or before **Tuesday, November 25, 2008**. Proposals must be in a sealed container, clearly marked "**Proposal RFP #09-21 – MULTI-FUNCTIONAL DEVICES**".

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC, Central Pennsylvania's Community College Purchasing Department. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

### F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Two (2) copies of the General Proposal will be submitted in a sealed container clearly marked with the name of the Proposer and labeled "GENERAL PROPOSAL - **RFP #09-21**". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copies do not require original signatures.

The proposals must be addressed as follows:

Proposal **RFP # 09-21**  
HACC, Central Pennsylvania's Community College  
Purchasing Department  
ATTN: Garry Crider, Director of Purchasing  
One HACC Drive  
Harrisburg PA 17110

## 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 Vendor'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, Central Pennsylvania's Community College 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 are expecting to detail cost(s) in Section VII: Cost Proposal Sheet.

## 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. The College will evaluate:

- 1) Pricing
- 2) Responsiveness to the Request for Proposal
- 3) References
- 4) Service reputation

## 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.

**IX. SPECIFICATIONS / ATTACHMENTS**  
**09-21**  
**MULTI-FUNCTIONAL DEVICES**

**SCOPE OF REQUESTED PROPOSAL:**

**INTRODUCTION:** HACC, Central Pennsylvania's Community College currently has nine (9) Multi-functional Devices coming off lease on December 31, 2008. HACC is seeking Lease Proposals to enter into a thirty-six (36) month operating lease starting January 1, 2008 and ending December 31, 2011. Installation of the nine (9) multi-functional devices must occur prior to December 22, 2008.

**COPIER SPECIFICATION:**

HACC, Central Pennsylvania's Community College is looking to replace the existing leased Multi-Functional Devices with nine (9) Multi-Functional Devices. The Bidders are required to provide the purchasing price on each of the nine (9) Multi-functional Devices on the Attachment "A" – Purchase Price of Proposed Units included in the bid package.

There are 2 major print areas that the selected multi-functional devices need to address, ERP and Desktop Printing;

**ERP Printing**

HACC standardized on the SCT Banner product as the College ERP system. Banner is a Web based application that uses an Oracle Database in an IBM AIX 5.3 environment. Network printing from the IBM AIX system on the 100MB Ethernet network using TCP/IP is done in 3 ways:

- AIX Print queues that are pass through (ascii text)
- AIX Print queues that format the data with vendor specific drivers (PCL)
- AIX Print queues that use Forms Fusion product to format data

AIX 5.3 print driver or compatible driver is required.

**Desktop Printing**

HACC's standard desktop PC is currently running Windows XP with future plans to run Windows Vista. Desktop PC's are using a 100MBs Ethernet network using TCP/IP for communications.

NOTE: The ERP and Desktop Printing must be addressed in Attachment "A": Purchase Price of Proposed Units when pricing the Multi-Functional Devices.

HACC will not accept Bidders proposals if this worksheet is not completed in its entirety. HACC requires the purchase price of the proposed units that will be used in calculating the Lease cost. Any deviation from this requirement will cause the Bidders Proposal to be void.

**SHIPPING SCHEDULE:**

All Multi-Functional Devices must be delivered by December 22, 2008.

**SHIPPING ADDRESSES:**

<b>HARRISBURG CAMPUS</b> Hall Tech, Cooper Student Center, Blocker Hall, Whitaker Hall, and Public Safety Center	One HACC Drive Harrisburg, PA 17110	1 ea to rooms H109, C211, B126, H213, W123, W126, W132, W223, PSC
<b>LANCASTER CAMPUS</b> Main Building	1641 Old Philadelphia Pike Lancaster, PA 17602	1 ea to room M320
<b>GETTYSBURG CAMPUS</b> Nursing Department	731 Old Harrisburg Road Gettysburg, PA 17325	1 ea to Nursing – Room 301

**SERVICE (MAINTENANCE) STRUCTURE:**

- 1) Maintenance must be structured based on the total copy volume on all nine (9) Multi-Functional Devices. The below table details the estimated copy volumes for each unit.

<b>COPIER</b>	<b>LOCATION</b>	<b>ROOM NO.</b>	<b>EST ANNUAL COPY VOLUME</b>
45 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Harrisburg Campus Hall Tech	RM H109	300,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Lancaster Campus Main Building	RM M320	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Blocker Hall	RM B126	360,000
23 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler	Harrisburg Campus Hall Tech	RM H213	144,000

(networked)			
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W123	120,000
60 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi- Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W132	120,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi- Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W223	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi- Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Public Safety Center	RM	480,000
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Gettysburg Campus Nursing Department	Nursing Room Room 301	90,000

2) Total annual Copy Volume for all nine (9) Multi-Functional Devices will be:  
2,334,000

3) Copy Overage Cost will be calculated on the delta between 2,334,000 and actual copies on an **annual basis** (NOT MONTHLY).

## **LEASE STRUCTURE:**

- 1) A Master Lease will be negotiated. It is expected that the terms and conditions identified in this Request for Proposal will become a material part of any Master Lease presented by the Lessor. If there are conflicts with any Term and Condition, the Lessor must identify and offer alternate language in there Bid Proposal.
- 2) Each “Equipment Schedule” will define each Financial Transaction. Each Schedule will clearly define the following:
  - a) Start date of lease
  - b) End date of lease
  - c) Lease Term in months
  - d) Lease Agreement Number / Schedule Number
  - e) Description of equipment being leased
  - f) Amount being leased
  - g) Payment will be billed monthly
- 3) The following information should be clearly shown on all invoicing:
  - a) Time Period of invoice – i.e. February 1 thru February 28, 2008
  - b) Can only bill one invoice to one Schedule – cannot combine schedules in one invoice
  - c) Lease Schedule Number
  - d) HACC’s Purchase Order Number
  - e) Brief description of equipment being leased
  - f) Serial Number must be shown
  - g) Monthly amount being invoiced only – do not show previous balance activity on invoices. Only show past due activity on Statements if necessary.
- 4) Late Fee situations:

**There will be two times during the Fiscal Year (July 1<sup>st</sup> thru June 30<sup>th</sup>) that HACC will not pay late fees.**

Due to HACC being closed during the Christmas Holidays (December 24 through January 2), there are reasons invoicing may not be processed before the Holidays. When staff comes back from the Holidays, HACC will make a strong effort to process all invoicing as close to the due date as possible.

The other period is during our Fiscal Year end activities. All new Purchase Orders for the new fiscal year cannot be processed until after July 1<sup>st</sup> and with the July 4<sup>th</sup> Holiday, along with extended vacations, HACC cannot process any invoice(s) for the new Fiscal Year until around July 7<sup>th</sup> or later.

These two time frames must be taken into account with any lease payment terms.

- 5) Lease Schedule Start Dates will occur on January 1, 2008.

- 6) Lessor will itemize all charges that will occur during the term of the lease. This will be defined in Section X: Cost Proposal Sheet.
- 7) The Lease Term **will be** for thirty-six (36) months.
- 8) Lease **will not** automatically renew. It will be the Lessors responsibility to contact Lessee's Purchasing Department ninety (90) days prior to the lease end date to discuss end of lease options. The Lessee will advise Lessor of the selected option sixty (60) days prior to the lease end date.
- 9) HACC is self-insured – **will not** require Lessor insurance.
- 10) HACC **will not accept** "Interim Rent" charges.
- 11) Lease documentation: The Lessor who is awarded the bid will be expected to supply HACC an electronic version of all Lease Documents in WORD format in order to "red-line" changes during the Legal Review.
- 12) The Lessor must supply with the Bid Proposal a blank copy of **all** lease documents that will be required to be executed during the term of the lease. This includes documents such as Master Lease, Schedules, Acceptance Certificates, Exhibits, standard letter agreements, etc.
- 13) Returning Equipment conditions:
  - a) The Service Provider of the Multi-Functional Devices will coordinate the return of the copier at end of lease – this will include at no cost to HACC packaging, make ready for shipment, pickup, corresponding with Lessor, shipping, and any other activity not defined here.
  - b) HACC will not be liable for normal wear and tear on the equipment and will not be subject to a reconditioning fee.
  - c) At the end of lease term, HACC will not pay transportation cost beyond eight-hundred (800) miles from Harrisburg, Pa.
- 14) Payment Terms:
  - a) Net 30 Days
  - b) No advance payments or deposits (i.e. Last Payment at beginning of lease) **will** be allowed by the Lessor. First monthly payment will be due 30 days of the start of the lease followed by thirty-five (35) monthly payments.
- 15) HACC's financials will be supplied only upon request.

**X. COST PROPOSAL SHEET  
09-21  
MULTI-FUNCTIONAL DEVICES**

The Bidders 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.

Each item must be priced. For those cost where the Bidder will not charge, a zero must be entered.

The nine (9) multi-functional devices listed in this Request for Proposal must meet the minimum specifications defined within. HACC will NOT accept any proposal that does not meet minimum specs.

**AMOUNT BEING FINANCED (PURCHASE PRICE FROM ATTACHMENT “B”):** \$ \_\_\_\_\_

1) Lease Factor Rate for the Multi-Functional Devices: \_\_\_\_\_

2) **Monthly Rent on Equipment only (Total)** \$ \_\_\_\_\_  
Complete below

COPIER	LOCATION	ROOM NO.	MONTHLY EQUIPMENT RENTAL PER COPIER
45 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Harrisburg Campus Hall Tech	RM H109	
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Lancaster Campus Main Building	RM M320	
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Blocker Hall	RM B126	
23 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with	Harrisburg Campus Hall Tech	RM H213	

associated hardware to connect to machine), Print/Scan Enabler (networked)			
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W123	
60 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W132	
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W223	
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Public Safety Center	RM	
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Gettysburg Campus Nursing Department	Nursing Room Room 301	

**3) Monthly Service Cost only (Total)**  
**Complete below**

\$ \_\_\_\_\_

<b>COPIER</b>	<b>LOCATION</b>	<b>ROOM NO.</b>	<b>MONTHLY SERVICE COST PER COPIER</b>
45 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-	Harrisburg Campus Hall Tech	RM H109	300,000

Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)			
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Lancaster Campus Main Building	RM M320	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Blocker Hall	RM B126	360,000
23 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Harrisburg Campus Hall Tech	RM H213	144,000
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W123	120,000
60 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W132	120,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W223	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500	Harrisburg Campus Public Safety Center	RM	480,000

sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board			
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Gettysburg Campus Nursing Department	Nursing Room Room 301	90,000

**4) Total Monthly Lease Rent / Service Complete below**

\$ \_\_\_\_\_

<b>COPIER</b>	<b>LOCATION</b>	<b>ROOM NO.</b>	<b>TOTAL MONTHLY LEASE RENT/SERVICE RENTAL PER COPIER</b>
45 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Harrisburg Campus Hall Tech	RM H109	300,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Lancaster Campus Main Building	RM M320	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Blocker Hall	RM B126	360,000
23 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Harrisburg Campus Hall Tech	RM H213	144,000

35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W123	120,000
60 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W132	120,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Whitaker Hall	RM W223	360,000
52 page per minute (minimum) MFD – 100 sheet RADF, 2,500 sheet LCF, 100 sheet bypass tray, 2 ea 500 paper cassettes, Multi-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked), Fax Board	Harrisburg Campus Public Safety Center	RM	480,000
35 page per minute (minimum) MFD – 100 sheet RADF, Stand/Cabinet, 100 sheet bypass tray, 2 ea 500 paper cassettes, Single-Position Finisher (with associated hardware to connect to machine), Print/Scan Enabler (networked)	Gettysburg Campus Nursing Department	Nursing Room Room 301	90,000

5) Copy Overage Cost: \$ \_\_\_\_\_ Per Copy

6) Documentation Fees: \$ \_\_\_\_\_

7) UCC Filing Fees: \$ \_\_\_\_\_

8) Late Payment Charges: (excluding paragraph 4 – Late Fees situation in IX: Specifications / Attachments) \_\_\_\_\_ Define

9) Processing Fees: \$ \_\_\_\_\_

10) Other Fees not identified: \$ \_\_\_\_\_ itemize in detail

**NOTE:** Any additional lease cost not identified here cannot be billed to HACC at anytime during the lease.

11) Concerning log-on codes for the Multi-Functional Devices – what is the maximum Number of log-on codes does the copier allow? \_\_\_\_\_ ea

Other Questions:

- 1) Do you acknowledge all the conditions discussed within this Request for Proposal.
- 2) Can your firm commit to the installation of all nine (9) Multi-functional Devices by December 22, 2008?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 3) A Stipulated Loss Values Schedule must accompany Proposal. YES \_\_\_\_\_ NO \_\_\_\_\_
- 4) Is your firm capable of delivering the necessary information on the Equipment Schedules as defined in paragraph two (2) in Section IX: Specifications / Attachments: Lease Structure?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 5) Is your firm capable of delivering the necessary information on the invoicing as defined in paragraph three (3) in Section IX: Specifications / Attachments: Lease Structure?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 6) Does your firm understand and accept the Late Fee situation discussed in paragraph four (4) in Section IX: Specifications / Attachments: Lease Structure?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 7) List three (3) references including Supplier name, Contact, Position, and phone number.
- 8) Name the Funding Source – what firm will hold the lease paper?

**Bidder agrees that any contract entered into will include all the conditions of this Request for Proposal, and if any terms and conditions conflict, the Lessor will modify any Master Lease or Schedule to include such conditions before submitting such contracts.**

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

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

**XI. Notification of Intent to Submit Proposal**

**NOTIFICATION OF INTENT TO SUBMIT PROPOSAL**

Please refer to the Request for Proposal Package covering the acquisition to lease nine (9) Multi-Functional Devices for the College for Proposal Number **09-21: MULTI-FUNCTIONAL DEVICES** for HACC, Central Pennsylvania’s 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, HACC, Central Pennsylvania’s Community College, One HACC Drive, Harrisburg, PA 17110 no later than **Wednesday, November 26, 2008, by 3:00PM**. 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 \_\_\_\_\_

Representative’s Email \_\_\_\_\_

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**HACC, Central Pennsylvania's Community College**  
**Request for Proposal**  
**09-21 – MULTI-FUNCTIONAL DEVICES**

HACC, Central Pennsylvania's Community College is requesting quotes to lease nine (9) Multi-Functional Devices for the College. A copy of RFP # 09-21 may be obtained at: [www.hacc.edu](http://www.hacc.edu) (click on "Business & Community" – under "Purchasing", click on "Request for Proposals") beginning Friday, November 7, 2008. Responses are due by 11:00AM on Tuesday, November 25, 2008 in Whitaker Hall room 130A. HACC, Central Pennsylvania 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.