HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
Request for Information and Registration
09-23 : SCISSOR LIFT RACK
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, October 22, 2008
Acknowledgement Sheet Due Date: Monday, November 3, 2008 by 1:00PM
Vendor Qualification Package Due Date: Monday, November 3, 2008 by 1:00PM
AUCTION DATE: Wednesday, November 5, 2008@ TIME 11:00AM to 11:15AM
Board Meeting: Tuesday, December 2, 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

#09-23

For

SCISSOR LIFT RACK

Reverse Auction

REVERSE AUCTION DATE:

Wednesday, November 5, 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.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Request for Qualifications</td>
<td>Wednesday, October 22, 2008</td>
</tr>
<tr>
<td>Acknowledgement Sheet Due Date:</td>
<td>Monday, November 3, 2008 by 1:00PM</td>
</tr>
<tr>
<td>Vendor Qualification Package Due Date</td>
<td>Monday, November 3, 2008 by 1:00PM</td>
</tr>
<tr>
<td>Bid Event</td>
<td>Wednesday, November 5, 2008, from 11:00AM to 11:15AM</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>Following: Tuesday, December 2, 2008 BOT Meeting</td>
</tr>
</tbody>
</table>
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 SCISSOR LIFT RACK package. The equipment 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 equipment 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 and installation.
3. HACC will only accept Hunter Equipment being specified.
4. All items are to be brand new, sealed-in-carton unit. No refurbished or B-stock will be accepted.
5. 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 SCISSOR LIFT RACK.

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
   e) Amerinet
   f) Horizon Resource Group

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: cgerider@hacc.edu

- Due Date: Requests for registration will be accepted until Monday, November 3, 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: **09-23**  Bid Name: **SCISSOR LIFT RACK**

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): Mail Fax 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
Terms and Conditions
For
09-23 SCISSOR LIFT RACK

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

For Purchasing Use Only:

Approved: ___  Denied*: ___  Date:  ____________  Initials:  ____________

*Explanation for Denial:  ____________________________________________
INTRODUCTION:

HACC’s Automotive Technology Department is looking to replace our Imaging Alignment Equipment. HACC uses this equipment for teaching in our Automotive Technology curriculums.

DESCRIPTION:

One (1) each – Scissor Lift Rack.

The equipment must be Hunter’s product number RX-12XL-43 Scissor Lift Rack consisting of the following items:

<table>
<thead>
<tr>
<th>QTY</th>
<th>Product Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RX-12XL-43</td>
<td>Scissor Lift Rack with 12,000 pound lifting capacity</td>
</tr>
<tr>
<td>2</td>
<td>25-129-1</td>
<td>Stainless steel turn plates</td>
</tr>
<tr>
<td>1</td>
<td>20-2173-1</td>
<td>Alignment rack lighting kit</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Automatic &quot;Power Slide&quot; feature (locks and unlocks front turnplates and rear slip plates automatically)</td>
</tr>
</tbody>
</table>

NOTE: PRICING INCLUDES SHIPPING/HANDLING AND INSTALLATION.

<table>
<thead>
<tr>
<th>RX-12 Scissor Lift Specifications</th>
<th>RX-12-XL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Vehicle Gross Weight:</td>
<td>12,000 lbs. (5443 kg)</td>
</tr>
<tr>
<td>Max. Wheelbase:</td>
<td>General Service</td>
</tr>
<tr>
<td></td>
<td>187” (4750 mm)</td>
</tr>
<tr>
<td></td>
<td>Two-wheel alignment</td>
</tr>
<tr>
<td></td>
<td>173” (4394 mm)</td>
</tr>
<tr>
<td></td>
<td>Four-wheel alignment</td>
</tr>
<tr>
<td></td>
<td>158” (4013 mm)</td>
</tr>
<tr>
<td>Min. 4-Wheel Alignment:</td>
<td>88” (2235 mm)</td>
</tr>
<tr>
<td>Runway Width:</td>
<td>24” (609 mm)</td>
</tr>
<tr>
<td>Lowered Height:</td>
<td>11” (279 mm)</td>
</tr>
<tr>
<td>Tread Width:</td>
<td>Minimum width of 40” (1016 mm) between inside of tires.</td>
</tr>
<tr>
<td></td>
<td>Maximum width of 88”</td>
</tr>
</tbody>
</table>
(2235 mm) to outside of tires.

**Alignment Height:** All lock positions

**Max. Height:** 68” (1727 mm)

**Electrical:**
- 208-230 volt, 1-ph, 60 Hz,
- 22A

**Air:**
- 90-120 psi

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**Models**

- **43:** RX Lift Rack plus two 6,000-lb. capacity swing air-jacks

**Standard Equipment**

- Two Movable Work Steps
- Front Wheel Stops
- Two Wheel Chocks
- Air Line Kit
- Full Floating Rear Wheel Slipplates
- Louvered Ramps with Built-in Wheel Stops

Because of continuing technological advancements, specifications, models and options are subject to change.
HACC – Central Pennsylvania’s Community College
Request for Information and Qualification

09-23 – SCISSOR LIFT RACK

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for SCISSOR LIFT RACK. Specifications and further information may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning - Wednesday, October 22, 2008. Vendor qualification requests due by 1:00PM on Monday, November 3, 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.