



**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
09-31 STUDENT HANDBOOK / PLANNER**

**Acknowledgement: Please acknowledge receipt and interest in this RFB
by completing the information requested below and faxing it to
(717)780-2325 prior to submittal date.**

Also, please include this page with your Bid.

Firm Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Cellphone: _____

Check One: We will will not be responding to this RFB.

If not responding, please explain briefly: _____

DATES:		HACC CONTRACT INFORMATION: Garry Crider, Director of Purchasing Central Administration Procurement Office /W130A One HACC Drive, Harrisburg PA 17110-2999 Phone: (717) 780-1164 Fax: (717) 780-2325
Issued:	February 26, 2009	
Deadline for Questions:	March 11, 2009 – by 11:30AM	
Response to the Questions:	March 12, 2009 – by 4:30PM	
Submit Notice of Intent to Submit Proposal:	March 13, 2009 – by 2:00PM	
Proposal Due Date:	March 17, 2009 – by 11:30AM	
Award of Contract:	After April 7, 2009 - BOT Meeting	
All Firms who respond to the RFP will receive a notification letter in the mail within one week of the Board meeting. Bid results will be posted on HACC’s website: www.hacc.edu – Business & Community – Purchasing – Bid Results – Current Bid Results FY09.)		

**REQUEST FOR BID
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**

#09-31

for

STUDENT HANDBOOK / PLANNER

for

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Harrisburg, PA**

DEADLINE TO SUBMIT BIDS:

MARCH 17, 2009

**BIDS MUST BE DELIVERED TO:
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
CENTRAL ADMINISTRATION PROCUREMENT OFFICE
ONE HACC DR
HARRISBURG, PA 17110**

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

**Garry Crider, Director of Purchasing
HACC, Central Pennsylvania's Community College
Central Administration Procurement Office
One HACC Drive
Harrisburg PA 17110
Telephone: 717-780-1164
FAX: 717-780-2325**

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
09-31 STUDENT HANDBOOK / PLANNER**

KEY DATES:

Important dates including bid deadlines are shown below. Formal addendum to this RFB will be issued to the Proposers 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 Bid because of questions from Proposers and/or additional information requested after the Bid Opening.

ACTIVITY	DATE & TIME
Advertisement – Date of Issue	February 26, 2009
Deadline for Questions	March 11, 2009 – by 11:30AM
Responses to Questions	March 12, 2009 – by 4:30PM
Submit Notice of Intent To Submit Bid Due	March 13, 2009 – by 2:00PM
Deadline to Submit Bids	March 17, 2009 – by 11:30AM
Award of Contract	After April 7, 2009 - BOT Meeting

REQUIREMENTS:

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

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.

GROUP PURCHASING ORGANIZATIONS (GPO):

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. (E&I)
- c) Provista
- d) Horizon Resource Group
- e) Amerinet

TAX EXEMPTION:

HACC is a Non Profit, Tax Exempt organization. A certificate of tax-exempt status will be provided to the selected provider.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

TERMS AND CONDITIONS FOR 09-31 STUDENT HANDBOOK / PLANNER

Note: These are the terms and conditions for this purchase when order is released to the winning bidder.

Acceptance: By reference, this purchase order, which incorporates any prior specifications, samples, or descriptions of the goods and all express and implied warranties, becomes the entire and exclusive agreement between the purchasing entity identified on this order (hereinafter “Buyer”) and Seller when acknowledged by Seller in writing or, if earlier, when Seller commences performance by accepting this purchase order or by commencing performance and/or shipping goods in response to it. Seller agrees that Buyer is not to be bound by any term or condition of Seller in any written acknowledgment, invoice, or otherwise which is inconsistent with or in addition to the terms and conditions herein and that any such inconsistent or additional terms are rejected by Buyer unless specifically agreed to in writing by Buyer. Buyer shall only be bound to commitments which are expressly authorized in writing by an authorized purchasing representative of the Buyer or a senior officer of Buyer’s company.

Warranty: Seller warrants that all goods furnished hereunder shall be merchantable, and free from any defects in workmanship or material. If Seller has been informed of the use of the products, Seller also warrants that the items furnished hereunder are suitable and appropriate for such use. Seller shall indemnify and save the Buyer harmless from any breach of this warranty, and no limitations on Buyer’s remedy in Seller’s documents shall operate to reduce this indemnification. Seller shall extend all warranties it receives from its vendors to Buyer. This warranty is in addition to all warranties contained under the law. All warranties will survive acceptance of and payment for any goods under this purchase order.

Changes: Buyer shall have the right at any time to make changes in drawing, designs, specifications, materials, packaging, time and place of delivery, quantity and method of transportation. If any such changes cause an increase or decrease in the cost, or the time required for the performance, an equitable adjustment shall be made and this purchase order shall be modified in writing accordingly. Seller agrees to accept any such changes subject to this paragraph.

Inspection: All goods ordered hereunder will be subject to inspection and testing by Buyer at all reasonable times and places, and in any event, prior to acceptance. It is expressly agreed that inspections and/or payments will not constitute final acceptance and that all goods will be subject to final inspection after delivery to Buyer. If the goods delivered do not meet the specifications or otherwise do not conform to the requirements of this purchase order, Buyer will have the right to reject them. Goods which have been delivered and rejected in whole or in part may, at Buyer’s option, be returned to Seller for reimbursement, credit or replacement, or may be held for disposition at Seller’s expense and risk and/or Buyer, at its option, may obtain replacement goods from another source.

Delivery, Title & Risk of Loss: Title shall pass to Buyer on delivery of the conforming goods to Buyer’s designated location. Notwithstanding any agreement to pay freight, express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Buyer. If cost of freight and delivery is not to be borne by Seller, the most economical means and route of shipment shall be employed in transporting and delivering the merchandise. If any other means or route is used, any unauthorized additional expense incurred will be charged to Seller.

Invoice / Payment: A separate original invoice is required for each shipment under this order, and no invoice will cover material on more than one order. Buyer’s purchase order number must appear on all correspondence. Discount period and net payment period will be calculated from date of receipt of invoice. Payment of invoice does not constitute inspection and acceptance of material covered by this purchase order. All invoicing must be sent to One HACC Drive, Harrisburg, PA 17110, Attention: Accounts Payable.

Quantity / Substitution: Buyer accepts no responsibility for goods or materials shipped in excess of the quantities specified herein, and any such excess may at Buyer's option be returned to Seller at Seller's expense. Substitution of material will not be permitted unless authorized in writing by Buyer.

Tax Exemption: HACC is tax exempt as an instrumentality of the Commonwealth of Pennsylvania.

Statutory Compliance: Seller shall comply with all applicable federal, state, and local laws and ordinances and all lawful orders, rules and regulations thereunder.

Equal Opportunity and Non-Discrimination: Buyer is committed to providing opportunities for woman and minority owned businesses ("WMBE"). Buyer encourages WMBE's to participate in the bidding process but does not grant special status to WMBE's when making procurement decisions. Buyer is committed to non-discrimination and equal employment opportunity. Buyer will not knowingly contract with any firm that is not an equal opportunity employer.

OSHA and Safety: All goods furnished by Seller shall comply with the requirements of the Occupational Safety and Health Act of 1970 and all subsequent revisions thereof that are in effect as of the date of this purchase order. Additionally, Seller shall comply with all applicable local, state and any additional federal safety and health laws in effect as of the date of this purchase order. Any required safety data sheets for goods referenced in this purchase order shall be promptly forwarded to the Buyer's attention.

Arbitration: All disputes between the parties to this Purchase Order arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by Buyer, and Buyer 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 or more arbitrators mutually agreed upon by the parties. When a written decision of Buyer 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 Buyer's decision becoming final and binding upon Buyer and Seller. In responding to a claim brought by Seller, Buyer shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

Force Majeure: Neither party to this Purchase Order will be liable to the other for any failure or delay in performance under this Purchase Order 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. If an event of force majeure lasts for more than 90 days, Buyer shall be entitled, at its option, to terminate all outstanding orders without obligation or liability to Seller.

Termination: The occurrence of any one or more of the following events shall constitute an "Event of Default," which shall entitle Buyer to terminate the Purchase Order:

- A. Any failure by Seller to deliver, when and as required, any Goods; or
- B. Any failure by Seller to perform or comply with any obligation set forth herein and such failure shall continue unremedied for a period of ten (10) days or more following receipt by Seller of notice from Buyer specifying such failure; or
- C. (1) the suspension, dissolution or winding-up of Seller's business, (2) Seller's insolvency, or its inability to pay debts, or its nonpayment of debts, as they become due, (3) the institution of reorganization, liquidation or other such proceedings by or against Seller or the appointment of a custodian, trustee, receiver or similar Person for Seller's properties or business, (4) an assignment by Seller for the benefit of its creditors, or (5) any action of Seller for the purpose of effecting or facilitating any of the foregoing.

Assignment and Subcontracting: This contract may not be assigned or transferred in whole or in part, without the written permission of Buyer's Central Administration Procurement Office, nor may any rights to any monies due or to become due hereunder be assigned. The Contractor(s) is an independent contractor providing services for Buyer.

Governing Law: 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. The terms and conditions herein constitute the sole and entire agreement among parties, and the laws of the Commonwealth 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 Purchase Order.

Right-to-Know Law: In compliance with Pennsylvania's "Right-to-Know Law", this purchase order and any associated contracts may be made available for posting on the internet for public access through the PA Treasury subject to provisions of the Law.

Paragraph Headings: All paragraph headings used are for the convenience of the parties only and shall not be considered a part of this Purchase Order nor used to interpret or construe the intent of the parties hereunder.

Advertising or Publicity: Neither Buyer nor Seller shall use the name of the other in publicity releases or advertising without securing the prior written consent of the other.

Entire Agreement: This Purchase Order and all resultant purchase orders, supplements, attachments, and incorporations constitute agreement between Buyer and Seller. No conversations, understandings, or agreements varying, extending, or affecting in any way the terms or provisions of this Purchase Order will be binding on either party unless reduced to writing and duly executed by an authorized representative of each party.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

SPECIFICATIONS / ATTACHMENTS FOR 09-31 STUDENT HANDBOOK / PLANNER

Student Planner Overview 2009-20010

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

Only Planner Printers who can fulfill the information listed below, need respond to this Bid. College policies state that there needs to be competitive bids to compare pricing. The Bid will be awarded as long as all specifications can be met. The lowest cost Bid may not necessarily be awarded.

The HACC Student Planner needs to include:

18,000 units

Planner size 5” x 8”

Double wire spiral bound

Poly front cover with custom design

Custom poly back design with delayed opening schedule on inside and 3 yearly calendar on inside of back cover

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

64 pages of school specific information

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

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

On-line planner access for calendar updates/edits

On-line planner access for students

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

Higher Education Planning Stickers (one sheet)

Delivery date: July 6, 2009

Materials ready for printer: May 15, 2009

Delivery to the HACC Mail and Receiving dock;

One HACC Drive, Harrisburg PA 17110

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

For HACC Board of Trustees meeting April 7, 2009.

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

Prepared by: Lynette DiBrito, Associate Dean, Student Life

Job title: HACC Student Planner, 2009-2010. Sample from last year can be provided.

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

Job description: 194 pages TOTAL of text plus 4 page cover.

(weekly layout format - 2 pages per week) - info entered by HACC through web set up,

PMS 201 + black.

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

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

photos: Photos bleed, on cover only.

quantity: 18,000

stock: Front & back covers, poly

PMS 201 + black, both side printed.

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

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

special deal: Page of pre-printed calendar stickers, Ex: Assignments, tests, Mid-term, and etc.; Online planner access for calendar updates/edits; online planner access for students

meh'l art for cover: Files created in InDesign, Creative Suites 3, PC format with PDF provided

High resolution photo scans in place.

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

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

Delivery: Project should deliver ON MONDAY, July 6, 2009. Extremely dated material - delivery past this due date will not be acceptable, and HACC will neither accept nor remit payment for this project if it is delivered after the specified delivery date.

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

Remarks: 100% of copy available to printer by May 15, 2009.

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

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

All questions regarding bid preparation or bidding procedure and printing specifications should be addressed to: Charles Crider, Director of Purchasing, 717-780-1164.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**COST BID SHEET
FOR
09-31 STUDENT HANDBOOK / PLANNER**

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

1. base bid: 18,000 units: \$ _____ Net,
FOB HACC Campus, Harrisburg

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

3. Price per additional 16 pages: \$ _____

4. cost per color separation: \$ _____

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

5. cost per halftone photo: \$ _____

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

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

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

TERMS _____ DELIVERY _____

ESTIMATOR _____ PHONE _____

NAME OF COMPANY _____

SIGNATURE _____

Remit your bid to:

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

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
NOTIFICATION OF INTENT TO SUBMIT BID
09-31 STUDENT HANDBOOK / PLANNER**

Please refer to the Request for Bid Package covering Student Handbook / Planner for the College for Bid Number 09-31 for HACC, Central Pennsylvania’s Community College.

If you are interested in submitting a Bid, 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 March 13, 2009, by 2:00PM. Or fax this document to 717-780-2325 or e-mail this document to cgrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Representative’s Name _____

Representative's Title _____

Representative’s Email _____

Phone Number _____

FAX Number _____

Cell Number _____

We intend on doing the following: (check one)

- 1. () We will submit a Bid
- 2. () We will NOT submit a Bid

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

Signed: _____ Date: _____

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
09-31 STUDENT HANDBOOK / PLANNER

HACC, Central Pennsylvania’s Community College is requesting quotes to provide Student Handbook / Planners for the College. A copy of RFB # 09-31 may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Bids”) beginning February 26, 2009. Responses are due by 11:30AM on March 17, 2009 in Whitaker Hall room 130A. HACC, Central Pennsylvania Community College reserves the right to accept or reject any or all Bids. 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.