

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#09-49
DUPLICATING SERVICES
ADDENDUM #2
ANSWERS TO QUESTIONS
MAY 11, 2009**

Question 1: Can we please have the RFP in a Word Document so that it is easier to manipulate?

Answer 1: Yes – Will attach the WORD version on HACC's website – www.hacc.edu – Business & Community – Purchasing – Request for Proposal – Current RFP FY09 – 09-49 Duplicating Services.

Question 2: Are you currently using an online ordering system?

Answer 2: No

Question 3: What turn times are you currently receiving?

Answer 3: Most jobs are requested to be returned within several days. Rush jobs may be requested the same day to 24 hours mostly at the Harrisburg Campus – All other campuses, the jobs are returned on or before the request date on the Duplicating Request Form for basic jobs. Complex jobs may take longer.

Question 4: Who will be placing the print orders specified in the RFP?

Answer 4: End users complete a print requisition (Duplicating Request Form).

Question 5: What is the volume of digital files that you send vs. paper copies when ordering?

Answer 5: Very few digital files are transmitted at this time.

Question 6: Will the orders ramp up over time or will the order volume begin high and fluctuate with the school year schedule?

Answer 6: The figures presented represent an average spread out over a year. The volumes will fluctuate depending on the time of year, i.e. more confidential jobs at exam time and more flyers preceding the start of semesters.

Question 7: On RFP09-49 Cost Proposal Spreadsheet. Under binding options; What is the description of a 19 Ring Binding?

Answer 7: Thin plastic, one piece with a spine and 19 flat curved rings that fit rectangular punched out holes in the pages to be bound.

Question 8: On RFP09-49 Cost Proposal Spreadsheet. Under Binding Options: Do you have a minimum and maximum order quantity for the 19 Ring Binder, Plastic Coil, Cheshire Binding and Saddle Stitch?

Answer 8: Our current contract does not set a minimum or maximum quantity for binding services.

Question 9: Exhibit "A" Statement of Work to the Duplicating Services Agreement: Section II - B Service and Transportation, bullet point 2,3 & 4, Will the contractor pick up and deliver materials and finished work to the Harrisburg main campus for the other campuses, Ex: Contractor will pick up/drop off materials for the York Campus at Harrisburg?

Answer 9: No – The Contractor will pick up jobs and deliver finished jobs to each location listed in the Request for Proposal – each campus: Harrisburg Campus (including Midtown and Penn Center), Lebanon Campus, Lancaster Campus, York Campus, and Gettysburg Campus.

Question 10: Are two (2) pick-up/deliveries per day required for all campuses?

Answer 10: No, only the Harrisburg Campus (including Penn Center & Mid-town II) requires twice daily service. The other campuses require one (1) pick-up/delivery per day. Note: daily service may not be required at the Lebanon Campus and Gettysburg Campus at certain times.

Question 11: Are there firm pick-up/delivery times set for all campuses?

Answer 11: The Harrisburg Campus is currently using a 10am & 3pm daily schedule. The am time can be modified provided it remains consistent, however the pm time should be no later than 3pm. The other campuses are flexible, provided once a time is established, it's consistent from day to day.

Question 12: Can you provide the prices you are currently paying?

Answer 12: You can search for this information via the PA Dept of Treasury website. Go to www.patreasury.gov – Search for Public Contracts – Use the Search using other Terms section – For Agency input Harrisburg Area Community College – Contract Numbers are 2006GANCOM and MP6500.

Question 12: The volumes for the Lancaster, York, Lebanon, and Gettysburg Campuses seem low?

Answer 12: The volumes for Lancaster, York, Lebanon, and Gettysburg Campuses are incorrect. In preparing the spreadsheet, a decimal place was incorrectly recorded.

The new volumes should be (a revised spreadsheet is now on HACC's webpage):

CAMPUS	BLACK ON WHITE COPIES	FULL COLOR COPIES
Harrisburg	7,205,000	49,000
Lancaster	2,425,000	75,000
Lebanon	124,500	13,720
Gettysburg	200,000	10,000

York	1,455,000	45,000
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