



**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
09-49 – DUPLICATING SERVICES**

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

Also, please include this page with your Proposal.

Firm Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Cellphone: _____

Check One: We will _____ will not _____ be responding to this RFP.

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:	May 1, 2009	
Deadline for Questions:	May 11, 2009 by 9:00AM	
Response to the Questions:	May 12, 2009 by 4:30PM	
Submit Notice of Intent to Submit Proposal:	May 13, 2009 by 2:00PM	
Proposal Due Date:	May 14, 2009 by 10:00AM	
Award of Contract:	July 1, 2009	
Board Meeting: Tuesday, June 2, 2009 All Firms who respond to the RFP will receive a notification letter in the mail within one week after 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 PROPOSAL
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**

#09-49

for

DUPLICATING SERVICES

for

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

MAY 14, 2009

PROPOSALS MUST BE DELIVERED TO:
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
CENTRAL ADMINISTRATION PROCUREMENT OFFICE
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
Central Administration Procurement Office
One HACC Drive
Harrisburg PA 17110
Telephone: 717-780-1164
FAX: 717-780-2325

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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
Issued:	May 1, 2009
Deadline for Questions:	May 11, 2009 by 9:00AM
Response to the Questions:	May 12, 2009 by 4:30PM
Submit Notice of Intent to Submit Proposal:	May 13, 2009 by 2:00PM
Proposal Due Date:	May 14, 2009 by 10:00AM
Award of Contract:	July 1, 2009

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VI: Format for Proposal)

- 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.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**PROGRAM REQUIREMENTS
FOR
09-49 DUPLICATING SERVICES**

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania’s Community College formally invites responses to provide information to be used in the decision to procure Duplicating Services at our Harrisburg, Lebanon, Lancaster, York, and Gettysburg Campuses and our Penn Center and Midtown II locations. 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.

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Offerors response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by an Offeror may be grounds for rejection of the Offerors proposal. Offeror specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of proposal page contained herein.

B. PROJECT PRICE CHANGES

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

HACC, Central Pennsylvania’s Community College Executive Director, Business & Auxiliary Services shall be the authorized representative of the College for purposes of interpretation of contract requirements.

C. 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.

D. 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.

E. 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.

F. 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.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

REQUEST FOR PROPOSAL FOR 09-48 DUPLICATING SERVICES

II. REQUEST FOR PROPOSAL:

HACC, Central Pennsylvania’s Community College formally invites responses to this Request for Proposal to procure Duplicating Services at our Harrisburg, Lebanon, Lancaster, York, and Gettysburg Campuses and our Penn Center and Midtown II locations.

Harrisburg Campus	One HACC Drive, Harrisburg, PA 17110
Lebanon Campus	735 Cumberland Street, Lebanon, PA 17042
Lancaster Campus	1641 Old Philadelphia Pike, Lancaster, PA 17602
York Campus	2010 Pennsylvania Avenue, York, PA 17404
Gettysburg Campus	731 Old Harrisburg Road, Gettysburg, PA 17325
Penn Center	349 Wiconisco Street, Harrisburg, PA 17110
Midtown II	1500 North 3 rd Street, Harrisburg, PA 17102

Bidders may bid on one or more of the locations. For clarification, the Bidder may submit a proposal on providing duplicating services to the Gettysburg Campus and elect not to provide a proposal to any of the other locations.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Office (Room W130A), One HACC Drive, Harrisburg PA 17102. Proposals will be accepted until May 14, 2009 by 10:00AM.

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, general guidelines for submission of proposals, and HACC’s Duplicating Services Agreement for which HACC will do business.

A. WORKSCOPE

The Workscope for this Request for Proposal is defined in detail in Exhibit “A” to the Duplicating Services Agreement. These documents can be found in section IX: Specifications / Attachments.

B. MANDATORY SITE VISIT

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 the College Central Administration Procurement Office. Official written responses to all relevant written questions will be mailed or faxed by HACC, Central Pennsylvania’s Community College Central Administration Procurement Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP # 09-49 to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Office, ATTN: Garry Crider, Director of Purchasing, One HACC Drive, Harrisburg PA 17110, or by

Fax 717-780-2325. Email Questions are acceptable at cgrider@hacc.edu. Such requests must be received no later than May 11, 2009 by 9:00AM.

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 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.

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 Central Administration Procurement Office 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 Central Administration Procurement Office.

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.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
GENERAL CONTRACTUAL REQUIREMENTS
FOR
09-49 DUPLICATING SERVICES

III. GENERAL CONTRACT PROVISIONS:

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 Central Administration Procurement Office, 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 HACC, Central Pennsylvania’s 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 Central Administration Procurement Office 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 Central Administration Procurement has received the certificates.

The Contractor shall maintain the following minimum insurance:

The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name HACC, Central Pennsylvania’s Community College as

additional insured. Certificates of such insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work.

Pennsylvania Law requires that the Contractor shall provide statutory worker's compensation insurance for employees. The Contractor shall also require the same insurance when the work is to be performed by a subcontractor. Certificates of such insurance shall be filed with the HACC, Central Pennsylvania's Community College's Director of Purchasing prior to commencing work.

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 Central Administration Procurement 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 defined in the Duplicating Services Agreement in Section IX: Specifications / Attachments.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**RIGHTS AND REMEDIES
FOR
09-49 DUPLICATING SERVICES**

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 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 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.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**PROPOSAL SUBMISSION
FOR
09-49 DUPLICATING SERVICES**

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. MULTIPLE PROPOSALS

A Contractor may submit more than one (1) proposal. At least one of the proposals must be complete and comply with all stated instructions. However, additional proposals may be in an abbreviated form following the same format, but providing only that information that differs in any way from that contained in the complete proposal.

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at HACC, Central Pennsylvania’s Community College Central Administration Procurement Office, One HACC Drive, Harrisburg, PA, 17110, by 10:00AM on or before May 14, 2009. Proposals must be in a sealed container, clearly marked "Proposal RFP # 09-49 – Duplicating Services."

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 Central Administration Procurement Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

B. NUMBER OF COPIES AND MAILING OF PROPOSAL

Four (4) 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 #09-49". 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 # 09-49
HACC, Central Pennsylvania Community College
Central Administration Procurement Office
ATTN: Garry Crider, Director of Purchasing
One HACC Drive
Harrisburg PA 17110

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
FORMAT FOR PROPOSAL
FOR
09-49 DUPLICATING SERVICES**

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

See Section: X. COST PROPOSAL SHEET for 09-49 Duplicating Services

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**EVALUATION
FOR
09-49 DUPLICATING SERVICES**

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

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**AWARD
FOR
09-49 DUPLICATING SERVICES**

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: pricing, responsiveness to the Request for Proposal, references, and service reputation. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

After selection approval by the colleges Board of Trustees, HACC, Central Pennsylvania’s Community College Central Administration Procurement Office will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(s) whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
IX. SPECIFICATIONS / EXHIBITS
FOR
09-49 DUPLICATING SERVICES

The attached is HACC’s Duplicating Services Agreement by which we will do business. This includes the complete scope of work that should be used in providing HACC with a proposal. These terms and conditions are non-negotiable.

DUPLICATING SERVICES AGREEMENT
between

and
HACC, CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

This Agreement is made between HACC, Central Pennsylvania’s Community College (HACC), whose primary address is One HACC Drive, Harrisburg, PA 17110 and _____ (Contractor), whose address is _____, is made and entered into for the Contractor to provide services as stipulated below on the Terms and Conditions set forth.

1) **Facilities Covered:** HACC’s location(s) covered under this Agreement is noted by checkmark:

- Harrisburg Campus, One HACC Drive, Harrisburg, PA 17110
- Lebanon Campus, 735 Cumberland Street, Lebanon, PA 17042
- Lancaster Campus, 1641 Old Philadelphia Pike, Lancaster, PA 17602
- York Campus, 2010 Pennsylvania Avenue, York, PA 174014
- Gettysburg Campus, 731 Old Harrisburg Pike, Gettysburg, PA 17325
- Penn Center, 349 Wiconisco Street, Harrisburg, 17110
- Midtown II, 1500 North 3rd Street, Harrisburg, PA 17101

2) **Statement of Work:** The Contractor hereby agrees to furnish and provide appropriate supervision, labor, material, tools and all other items necessary to perform the services herein specified and described in Exhibit “A” to the Duplicating Services Agreement.

3) **Purchase Order:** All authorizations for the Contractor’s Services will be issued by HACC to the Contractor in the form of a Purchase Order which will incorporate the Agreement by reference.

All Purchase Orders issued shall be subject to the Terms and Conditions set forth in this Agreement and any special Terms and Conditions which may be included in a Purchase Order; in the event any general terms and conditions provided with a Purchase Order conflict with any Terms and Conditions in the Agreement, the Terms and Conditions of this Agreement shall prevail.

Term of Agreement: The initial term of this Agreement shall be two (2) years, commencing July 1, 2009 and ending June 30, 2011 unless terminated earlier as set forth in this Agreement. HACC, Central Pennsylvania’s Community College reserves the option to renew this contract on a year to year basis, up to an additional three years.

- 4) **Payment Terms and Changes:** The payment for services to be provided by the Contractor will be detailed in the assigned purchase order and paid within thirty (30) days. All invoices must be mailed to Accounts Payable Department, at One HACC Drive, Harrisburg, PA 17110.

Invoices must be descriptively itemized and must clearly indicate the applicable HACC Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at the time of project completion before payment can be authorized.

- 5) **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 Contractor 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.
- 6) **Insurance:** The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name HACC, Central Pennsylvania's Community College as additional insured. Certificates of such insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work.

Pennsylvania Law requires that the Contractor shall provide statutory worker's compensation insurance for employees. The Contractor shall also require the same insurance when the work is to be performed by a subcontractor. Certificates of such insurance shall be filed with the HACC, Central Pennsylvania's Community College's Director of Purchasing prior to commencing work.

- 7) **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.
- 8) **Conduct on HACC's Property:** The Contractor shall at all times maintain good order among its employees and persons brought upon HACC's premises. The Contractor shall confine its employees and all other persons who come onto HACC's premises at Contractor's request or for reasons relating to this Agreement, and its equipment, to that portion of HACC's premises where the work under this Agreement is to be performed, and to roads and gates leading to and from such sites, and to any other area which HACC may designate, and shall comply with all HACC's vehicle and security regulations. The Contractor must be issued ID Badges or sign in and out at the security desk whenever performing work upon HACC's premises.
- 9) **Termination for Default:** HACC may, by written notice to Contractor, terminate the Agreement in whole or in part for default if Contractor fails to perform in accordance with any of the requirements of this Agreement or any related purchase order or to make sufficient progress as to endanger performance of this Agreement or any related purchase order. Any such termination will be at no cost to HACC except for completed Services delivered to and accepted by HACC, prior to said termination, and Contractor shall repay to HACC any progress payments made in excess thereof. Termination hereunder shall not relieve Contractor of performing any un-terminated portion of this Agreement or any related purchase order. In the event of termination

pursuant hereto, HACC may procure or otherwise obtain, upon such terms and in such manner as HACC may deem appropriate, Services similar to those terminated, and Contractor shall be liable to HACC for any damages arising therefrom, including attorney's fees and excess costs incurred by HACC in obtaining similar services.

- 10) **Termination for Convenience:** HACC may, by written notice to Contractor, terminate all or part of this Agreement or any related purchase order for HACC's convenience. Contractor's termination claim proposal shall be based on non-recurring costs not recovered and inventories and materials not usable on other projects, and shall be received by HACC within thirty (30) days of the effective date of termination. HACC shall have the option to verify supporting detail and records of such proposals and negotiate an equitable settlement. No amount for anticipated profit on Services not performed shall be allowed. In no event shall the sum of the negotiated termination adjustment and the amounts paid and/or due Contractor for the un-terminated portion of this Agreement or resultant purchase order exceed any Agreement or purchase order total price. Any termination shall not effect either party's obligation as to any un-terminated portion of the Agreement or related purchase order. Upon receipt of a termination notice, Contractor shall stop work to the extent specified in the notice and take other such action as may be necessary or as HACC may direct to minimize the cost of termination to HACC. In addition, Contractor shall take such actions as may be necessary or as HACC may direct for the transfer, protection, or preservation of property and other rights which become HACC's as a result of termination. Supplier shall promptly refund HACC any payments in excess of the sum of payments due for (a) accepted Services (b) the un-terminated portion of the Agreement or any related purchase order, and (c) termination charges hereunder.
- 11) **Insolvency:** Should Contractor become insolvent, make an assignment for the benefit of creditors, be adjudicated as a bankrupt, admit in writing inability to pay its debts generally as the same become due, or should any proceedings be instituted by Contractor under any State and Federal law for relief of debtors or for the appointment of a receiver, trustee or liquidator of Contractor, or should a petition in bankruptcy or for a reorganization or for an adjunction of Contractor as an insolvent or as a bankrupt be filed, or should an attachment be levied upon Contractor's equipment and not be removed within five (5) days therefrom, then upon the occurrence of any such event, HACC shall thereupon have the right to cancel this Agreement and to terminate all Services then being performed by Contractor hereunder.
- 12) **Rights Upon Orderly Termination:** Upon termination or other expiration of the Agreement, or any related Agreement made hereunder, each party shall forthwith return to the other all papers, materials, and properties of the other held by such party and required to be returned by this Agreement or any such related Agreement. In addition, each party will assist the other party in the orderly termination of this Agreement and the transfer of all aspects hereof, tangible and intangible, as may be necessary for the orderly, non-disrupted business continuation of each party.
- 13) **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 HACC, HACC 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 HACC 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 HACC's decision becoming final and binding upon HACC and Contractor.

In responding to a claim brought by a Contractor, HACC shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

- 14) **Assignment or Transfer:** This contract may not be assigned or transferred in whole or in part, without the written permission of HACC'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 HACC.
- 15) **Compliance with Laws:** The Contractor agrees that it will comply with all applicable federal, state, county, and local laws, ordinances, rules, regulations, and codes in the performance of this Agreement, including the procurement of permits and certificates where needed. The Contractor further agrees to and hereby does indemnify and hold harmless HACC against loss or damage that may be sustained by reason of the failure of the Contractor or its employees or agents to comply with the aforementioned federal, state, county, and local laws, ordinances, regulations, and codes.

This Agreement is subject to applicable laws and executive orders relating to equal opportunity and nondiscrimination in employment. Neither Contractor nor its agents or subcontractors shall discriminate in its employment practices against any person by reason of handicap, race, religion, color, sex, or national origin. The Contractor agrees to comply, and to cause its agents and subcontractors to comply, with the provisions of said laws and orders (including without limitation the provisions of the Americans with Disabilities Act of 1990), as well as other laws and orders relating to the employment of the handicapped, the employment of veterans, and the use of minority business enterprises, to the extent any such laws and others are applicable in the performance of work or furnishing or services, materials or supplies hereunder. For this purpose, the provisions of such laws and orders and pertinent regulations issued thereunder shall be deemed an integral part of this Agreement to the same extent as if written at length herein.

- 16) **Equal Opportunity and Non-Discrimination:** HACC, Central Pennsylvania's Community College is committed to providing opportunities for woman and minority owned businesses. HACC, Central Pennsylvania's Community College encourages WMBE's to participate in the bidding process but does not grant special status to WMBE's when making procurement decisions. HACC, Central Pennsylvania's Community College is committed to non-discrimination and equal employment opportunity. HACC, Central Pennsylvania's Community College will not knowingly contract with any firm that is not an equal opportunity employer.
- 17) **Right To Audit:** HACC and appropriate designated representatives reserve the right to audit HACC account records and other financial records of the Contractor, as they pertain to HACC. Auditors selected by HACC shall perform such audits.
- 18) **Criminal Background Check:** The Contractor will conduct a thorough criminal background/history check of every employee it intends to assign to work at HACC. The costs associated with conducting such checks will be born by the Contractor.
- 19) **Confidentiality:** The Contractor agrees that all information obtained by or provided to Contractor in carrying out the Services provided for hereunder, including the contents of the Agreement, will be maintained in confidence by the Contractor and the Contractor will not publish nor disclose to third persons nor otherwise

make use of such confidential information except for the performance of such Services hereunder. This obligation shall not apply with respect to any information (a) which is already in the possession of the Contractor prior to acquiring the information hereunder, (b) which is or becomes in the public domain through no fault of either party, or (c) which is rightfully obtained on a non-confidential basis from a third party.

- 20) **Independent Contractor:** HACC and Contractor intend that an independent contractor's relationship shall be created by this Agreement and neither herein shall be construed as creating an employer / employee relationship. Contractor shall be solely responsible for the payment of wages, salaries and other amounts due its employees in connection with this agreement and shall be responsible for all reports and obligations related to Social Security, income taxes, unemployment and other withholding taxes, Workers Compensation and similar matters.
- 21) **Paragraph Headings:** All paragraph headings used are for the convenience of the parties only and shall not be considered a part of this Agreement nor used to interpret or construe the intent of the parties hereunder.
- 22) **Advertising or Publicity:** Neither HACC nor the Contractor shall use the name of the other in publicity releases or advertising without securing the prior written consent of the other, provided, however, that the Contractor may refer to HACC in any list of its customers.
- 23) **Non-Waiver:** No term or provision of this Agreement shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether express or implied, shall constitute a consent to, waive of, or excuse for any different or subsequent breach or default.
- 24) **Serverability:** If any provision of the Agreement is in conflict with any statute or rule of law or may be determined by a court of competent jurisdiction to be illegal or unenforceable, then such provision will be deemed inoperative to the extent that it may conflict therewith or be illegal or unenforceable, and each provision not so affected will be enforced to the full extent provided by law.
- 25) **Governing Law:** 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 agreement.
- 26) **Entire Agreement:** This Agreement and all resultant purchase orders, supplements, attachments, and incorporations constitute Agreement and agreement between HACC and the Contractor. No conversations, understandings, or agreements varying, extending, or affecting in any way the terms or provisions of this Agreement will be binding on either party unless reduced to writing and duly executed by an authorized representative of each party.

27) **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.

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the day and year indicated on the first page hereof.

By: _____
Name: _____
Title: _____
Date: _____

HACC, Central Pennsylvania’s Community College
By: _____
Name: George A. Franklin, Jr.
Title: VP Finance & College Resources
Date: _____

**EXHIBIT “A”
STATEMENT OF WORK
to the
DUPLICATING SERVICES AGREEMENT**

NOTE: EXHIBIT “A” IS CONSTRUCTED AS THE PRIMARY SITE BEING HARRISBURG. THE SCOPE WILL BE THE SAME FOR EACH CAMPUS UNLESS REDEFINED IN SECTION VIII: COST PROPOSAL SHEET. WHEN AWARD IS MADE, SCOPE WILL REFLECT THE RESULTS OF THE PROPOSAL.

I. GENERAL PROVISIONS:

A. PURPOSE

To provide a pickup, production, and delivery service for all copy jobs not produced on our campus convenience copiers.

B. LOCATION

Harrisburg Campus	One HACC Drive, Harrisburg, PA 17110
Lebanon Campus	735 Cumberland Street, Lebanon, PA 17042
Lancaster Campus	1641 Old Philadelphia Pike, Lancaster, PA 17602
York Campus	2010 Pennsylvania Avenue, York, PA 17404
Gettysburg Campus	731 Old Harrisburg Road, Gettysburg, PA 17325
Penn Center	349 Wiconisco Street, Harrisburg, PA 17110
Midtown II	1500 North 3 rd Street, Harrisburg, PA 17102

C. MODIFICATIONS TO THE CONTRACT

In the event that it becomes necessary to revise any part of this Contract, HACC, Central Pennsylvania’s Community College Central Administration Procurement Office will provide addenda in writing to CONTRACTOR. 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 Central Administration Procurement Office.

Oral communication with any College employee, unit, department, or organization concerning this Contract is not binding on the College and shall in no way modify the Contract or the obligation of the College or the Contractor.

D. COPYRIGHT

This contract agreement shall not entitle the Contractor to use the trademark, logo, seal, or any copyrighted material of HACC, Central Pennsylvania’s Community College and its departments without the prior, specific written approval of HACC, Central Pennsylvania’s Community College Central Administration Procurement Office.

II GENERAL CONTRACTUAL REQUIREMENTS

Copy jobs will generally consist of no less than 50 impressions per job, but can total several thousand copies per job. The majority of copy jobs require 24-hour turn-around. Typical urgent jobs require same-day turn-around. Extremely high volume copy jobs (booklets, etc.) typically require turn-around in 4 days.

A. PRICING

Pricing for services are defined in Exhibit “B”: Pricing.

B. SERVICE AND TRANSPORTATION

- The Contractor will assign a driver for pick up and delivery who is knowledgeable about deadlines and work in progress at your facility. For example, if a Procurement staff member must inquire about whether a certain project can be completed within a certain time, the driver would be able to answer knowledgeably.
- The Contractor will use their company vehicle to pick up and deliver all items to the College Central Administration Procurement Office, Whitaker Hall, Room W-130B, which serves as the College duplicating central location.
- Upon request, The Contractor will deliver specific larger volume jobs to other locations on the Wildwood Campus.
- Contractor will provide two pick-up/drop-off opportunities per College working day, one at 10:00 a.m., and one at 3:00 p.m. at the Wildwood Campus. College working days are defined as Monday through Thursday, mid-May through mid-August (summer sessions) and Monday through Friday, mid-August through mid-May (Fall and Spring semesters.) A holiday schedule will be provided annually.

C. STANDARD REQUEST

- Each job will be attached to its own requisition (supplied by the Contractor) form* which will include all pertinent information (requestor’s name, department, phone number, office location, description of job, quantities, due dates, account numbers, purchase order numbers, etc.).
- The requestor will fill out this requisition form, bring it to the Central Administration Procurement Office, utilize the College RapidPrint machine to sequentially number and time/date stamps the form.
- A Procurement staff member will then verify and check each job requisition for completeness of information, and hold the jobs for pick-up.
- Contractor’s driver will pick up all jobs, and a Procurement staff member will log the jobs out.
- Upon completion of job, the Contractor will mark the individual job charges on the return copy of the requisition form (yellow), and will enclose that copy with the completed job, either shrink-wrapped, boxed, or in an envelope.

- Upon delivery, a Procurement staff member will place each job in the pick-up area.
- Requestors will pick up their completed jobs at the Procurement Office.
- For large jobs delivery may be requested to individual office locations on campus.

*Requisition forms will be produced and supplied by Contractor and will be designed per specifications determined by the HACC Central Administration Procurement Office.

Forms will be four-part NCR (white-Contractor, yellow-return to requestor with costs, pink-purchasing, gold-requestor upon initiation of project.)

The College uses an average of 20,000 requisition forms per year. Production and subsequent charges shall be the responsibility of the Contractor.

D. SENSITIVE/CONFIDENTIAL REQUEST (unpublished financial reports, academic tests, questionnaires, etc.)

- Sensitive jobs will be delivered to the Central Administration Procurement Office in envelopes with the standard requisition form filled out, stamped, and processed as usual.
- A Procurement staff member will personally accept the job and check the requisition form, which will then be enclosed in the envelope along with the document.
- The Procurement staff member will then fill out a Confidential Job Pick-Up Label* and seal the envelope with this label.
- The confidential job will be held in a secure area until picked up by the Contractor's driver.
- Upon completion of the job, the Contractor will re-seal the project in an envelope or box, and will seal it with a Confidential Job Delivery Label*.
- Upon delivery and standard processing of the confidential job, a Procurement staff member will hold the job in a secure area until the requestor picks it up.

The Contractor certifies that their facility will make every reasonable effort to safeguard HACC testing/confidential materials.

The Contractor driver may not open sealed materials. Jobs will be opened and re-sealed by a full time Contractor employee.

Job is signed for by operator and run in enclosed secured Production area.

Operator inspects documents for quality and packages output.

Any unacceptable output is submitted to production manager for shredding and returned to HACC.

The Contractor is responsible to assure all their personnel are capable to handle sensitive documents, and their abilities to appropriately process such documents.

* Confidential Job Pick-Up Labels and Confidential Job Delivery Labels will be produced and supplied by the Contractor, and will be designed per specifications determined by the HACC Central Administration Procurement Office. Labels will be approximately 5 ½ x 8 ½ inches in size, on a crack-and-peel stock. Colors will be: orange for pick-ups and yellow for deliveries.

The College uses approximately 1,000 pick-up labels and 1,000 delivery labels per year. Production and charges shall be the responsibility of the Contractor.

E. “HOT SHOT” emergency needs and “Personal Drop-Offs.”

- On occasion, it will be necessary for a College representative to bring a job directly to the Contractor facility and wait for the job.
- Additionally, College employees will occasionally bring a job to the Contractor facility and drop it off for processing, and request that the job be delivered to the College at the next scheduled opportunity.
- The Contractor will call the HACC Central Administration Procurement office and obtain the next sequential requisition number prior to processing and all billing should reflect this number.

“Hot-Shot” and “Personal Drop-Off” jobs comprise less than 5% of the total College jobs per year.

F. MAILING SERVICES

The Contractor will perform mail merges of variable data to print letters or cards with delivery point barcodes, other USPS endorsements and variable and fixed data supplied electronically from HACC.

These services will be billed separately through the issuance of a Purchase order.

The Contractor will accept Microsoft Word Office XP Documents, tab or comma delimited Microsoft Excel (office XP version) or other mutually agreeable file formats with the data encoded in the file.

The Contractor possesses and has the ability to use Coding Accuracy Support Systems (CASS) and Presort, Accuracy, Validation and Evaluation (PAVE) software. CASS and PAVE software must be used to validate the HACC database to produce the delivery point barcode. All validated data files must be returned to HACC electronically.

The Contractor is able to present the mailings to the Harrisburg or Lancaster postal acceptance unit using HACC Company permit indicia as postage payment method. Delivery charges are to be included in the issuance of the job purchase order.

At HACC’s option, letters may be printed and delivered to HACC for folding and inserting or, HACC may supply the Contractor with window envelopes to insert the letters for the Contractor to do the mailing.

The Contractor will supply HACC with a sample of the finished project and a copy of the appropriate postal form that is submitted to the USPS if the Contractor is asked to do the mailing.

All data supplied by HACC must be kept confidential and not sold, shared or otherwise used except for the sole purpose of printing and mailing of the piece. The terms of the preceding sentence shall survive the termination or expiration of this Agreement indefinitely.

G. BILLING

Areas of the College utilize blanket purchase orders, set up by the College Central Administration Procurement Office for billing purposes.

All jobs will be invoiced separately once a month with reference to the stamped requisition number.

H. ADDITIONAL OPTIONS

1. The Contractor offers a special discount to the faculty, staff, and students of HACC on their personal duplicating needs of __%
- a. For example, if a student independently brings items to your facility, the Contractor's special discount off of list price to the individual will be __%.

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
X. COST PROPOSAL SHEET
FOR
09-49 DUPLICATING SERVICES**

**EXHIBIT “B”
PRICING
to the
DUPLICATING SERVICES AGREEMENT**

The Offeror shall propose the costs to furnish the services in accordance with this RFP. Award will be made to the Contractor whose proposal is most advantageous to the College in accordance with Section VI: Format for Proposal.

Offerors are able to bid on any or all locations. HACC will consider issuing a separate contract for each individual Campus. HACC understands the cost of fuel will have a financial impact to the cost of this proposal. However, HACC would like to allow any and all Bidders to have an opportunity to service any and all locations.

Volumes:

- 1) Wildwood Campus: Approximately 5,100,000 copies per year, includes Midtown II and Penn Center facilities
- 2) Lancaster Campus: Approximately 2,000,000 copies per year
- 3) York Campus: Approximately 200,000 copies per year
- 4) Lebanon Campus: Approximately 15,000 copies per year
- 5) Gettysburg Campus: Approximately 200,000 copies per year

COST:

Complete the spreadsheet accompanying this bid. The file name is:

“09-49 Duplicating Svc Cost Proposal Sheet”.

HACC will accept in addition to the mandatory paper copy of the completed spreadsheet, an electronic file of the spreadsheet.

B. ADDITIONAL QUESTIONS:

1. List “Graphic Services” your firm offers.
2. List “On-Demand Printing Services” your firm offers.
3. List “Offset Printing Services” your firm offers.
4. List “Mailing Services” your firm offers.

5. List "Customer Services" your firm offers.
6. Are your delivery drivers equipped with car or cell phones?
7. Describe your firms method of handling sensitive / confidential material?
8. Is your firm capable of producing "Hot Shot" jobs and personal drop off work?
9. Will your firm offer a discount to HACC faculty, staff, and students? What is the discount?

Company Name: _____

Print Signature: _____

Authorized Signature: _____

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**XI: NOTIFICATION OF INTENT TO ATTEND MANDATORY SITE VISIT
FOR
09-49 DUPLICATING SERVICES**

NONE REQUIRED

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**XII: NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
FOR
09-49 DUPLICATING SERVICES**

Please refer to the Request for Proposal Package covering Duplicating Services for Proposal Number 09-49 Duplicating Services.

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 May 13, 2009, by 2:00PM. Or fax this document to 717-780-2325 or e-mail this document to cgcrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Email Address: _____

Representative’s Name _____

Representative's Title _____

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
09-49 – DUPLICATING SERVICES

HACC, Central Pennsylvania's Community College is requesting quotes for Duplicating Services facility. A copy of RFP # 09-49 may be obtained at: www.hacc.edu (click on "Business & Community" – under "Purchasing", click on "Request for Proposals") beginning May 1, 2009. Responses due by 10:00AM on May 14, 2009 in Whitaker Hall room 130A. HACC, Central Pennsylvania's 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.