

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR INFORMATION
AND
REGISTRATION FOR REVERSE AUCTION
09-60
MICROSOFT CAMPUS SUBSCRIPTION
ADDENDUM #1**

**CANCELING THE REVERSE AUCTION PROCESS AND
CHANGING TO HARD COPY SUBMITTAL**

JULY 15, 2009

TO ALL BIDDERS:

**CANCELING THE REVERSE AUCTION PROCESS AND
CHANGING TO HARD COPY SUBMITTAL:**

BID DUE DATE: JULY 21, 2009 by 3:30PM

BID SUBMISSION:

To receive consideration, bids shall be made in agreement with the instructions as stated in this RFB, and such bids and awards made therein shall be subject to all of the terms and conditions hereof:

A. ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFB. 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 bids.

C. SIGNATORIES

The bid shall include information as requested throughout the RFB. The signature of all persons authenticating the bid shall be printed and written in longhand in the designated area on page one (1) of the RFB. The bid shall be signed with ink or indelible pencil.

D. MULTIPLE BIDS

A Contractor may submit more than one (1) bid. At least one of the bids must be complete and comply with all stated instructions. However, additional bids 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 bid.

E. BID DEADLINE

To be considered for selection, bids shall arrive at HACC, Central Pennsylvania's Community College Central Administration Procurement Office, One HACC Drive, Harrisburg, PA, 17110, by 3:30PM on or before July 21, 2009. Bids must be in a sealed container, clearly marked "Bid RFB# 09-60 – Microsoft Campus Subscription.

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

A. NUMBER OF COPIES AND MAILING OF BID

Two (2) copies of the General Bid will be submitted in a sealed container clearly marked with the name of the Bidder and labeled "GENERAL BID - RFP #09-60". 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 bids must be addressed as follows:

Bid RFB # 09-60
HACC, Central Pennsylvania Community College
Central Administration Procurement Office
ATTN: Garry Crider, Purchasing Manager
One HACC Drive
Harrisburg PA 17110