



**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
10-14 – MONUMENT ENTRANCE SIGNS RENOVATIONS**

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, Purchasing Manager Central Administration Procurement Office /W130A One HACC Drive, Harrisburg PA 17110-2999 Phone: (717) 780-1164 Fax: (717) 780-2325
Issued:	September 29, 2009	
Deadline for Questions:	October 8, 2009 by 9:00AM	
Response to the Questions:	October 9, 2009 by 4:30PM	
Submit Notice of Intent to Submit Proposal:	October 12, 2009 by 12:00PM	
Proposal Due Date:	October 13, 2009 by 11:00AM	
Award of Contract:	After November 3, 2009	
Board Meeting: Tuesday, November 3, 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**

**10-14
MONUMENT ENTRANCE SIGNS RENOVATIONS
for**

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

**October 13, 2009
By 11:00AM**

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

TABLE OF CONTENTS

1.	KEY DATES.....	5
2.	PROPOSAL SUBMISSION CONTENTS	5
3.	DEFINITIONS	5
I.	PROGRAM REQUIREMENTS	6-7
	A. PURPOSE	
	B. PROJECT PRICE CHANGES	
	C. CONTRACT STANDARD	
	D. INVOICES AND STATEMENTS	
	E. FINAL INSPECTION AND PROJECT ACCEPTANCE	
	F. PAYMENT	
II.	REQUEST FOR PROPOSAL.....	7-8
	A. SCOPE OF WORK	
	B. PRE-BID MEETING/SITE VISIT	
	C. RFP CLARIFICATION	
	D. ADDENDA TO THE RFP	
	E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT	
	F. NON-DISCRIMINATION	
	G. ACCEPTANCE OF PROPOSALS	
III.	GENERAL CONTRACT REQUIREMENTS.....	9-10
	A. EXAMINATION OF CONTRACT CONDITIONS	
	B. ASSIGNMENT OR TRANSFER	
	C. INDEPENDENT CONTRACTOR	
	D. INSURANCE	
	E. BONDS	
	F. INDEMNIFICATION	
	G. CONTRACT MANAGER	
	H. TERM OF CONTRACT AND INSTALLATION	
IV.	RIGHTS AND REMEDIES.....	10-11
	A. ARBITRATION	
	B. LITIGATION	
	C. VENUE AND JURISDICTION	
	D. RIGHT TO AUDIT	
	E. FORCE MAJEURE	
V.	PROPOSAL SUBMISSION	12-12
	A. ECONOMY OF PREPARATION	
	B. INCURRED COST	
	C. SIGNATORIES	
	D. MULTIPLE PROPOSALS	
	E. PROPOSAL DEADLINE	
	F. NUMBER OF COPIES AND MAILING OF PROPOSAL	
VI.	FORMAT FOR PROPOSAL	12-13
	A. INTRODUCTION	
	B. COVER LETTER	
	C. DESCRIPTION OF QUALIFICATIONS	

D.	CONTRACT HISTORY	
E.	COST PROPOSAL	
VII.	EVALUATION.....	13-14
A.	PROPOSAL PROCESS	
B.	EVALUATION CRITERIA	
VIII.	AWARD.....	14
IX.	EXHIBITS / SPECIFICATIONS.....	15
X.	COST PROPOSAL SHEET.....	16-18
XI.	NOTIFICATION OF INTENT TO SUBMIT PROPOSAL	19

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:	September 29, 2009
Deadline for Questions:	October 8, 2009 by 9:00AM
Response to the Questions:	October 9, 2009 by 4:30PM
Submit Notice of Intent to Submit Proposal:	October 12, 2009 by 12:00PM
Proposal Due Date:	October 13, 2009 by 11:00AM
Award of Contract:	After November 3, 2009

2. PROPOSAL SUBMISSION CONTENTS

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

- a. Cover Letter
- b. Description of Qualifications
- c. Contractor History
- d. Bid Form

3. DEFINITIONS

The following terminology shall be used throughout this Request for Proposal.

Campus- HACC, Central Pennsylvania’s Community College – Lancaster Campus, Lancaster, 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 Bidder 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 – Lancaster Campus, Lancaster, PA

Bidder, Contractor, Proposer, Supplier-as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania's Community College formally invites responses to provide information to be used in the decision to contract services for the renovations to the monument entrance signs at the HACC Lancaster Campus. 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 Bidders 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 a Bidder may be grounds for rejection of the Bidders proposal. Bidder 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 scope of work that alters costs must have prior approval from the Vice President for Finance and College Resources.

HACC, Central Pennsylvania's Community College Executive Director of Procurement and Business 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.

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 Ernest Peters, Facilities Director Lancaster Campus.

F. PAYMENT

The College will make payment 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.

II. REQUEST FOR PROPOSAL:

HACC, Central Pennsylvania's Community College formally invites responses to this Request for Proposal to provide information to be used in the decision to contract services for the renovations to the monument entrance signs at the HACC Lancaster Campus.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania's Community College, Central Administration Procurement Department, One HACC Drive, Room W130A, Harrisburg PA 17110. Proposals will be accepted until October 13, 2009, by 11:00AM.

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, and general guidelines for submission of proposals.

A. SCOPE OF WORK

To provide information to be used in the decision to contract services for the renovations to the monument entrance signs at the HACC Lancaster Campus. (see Section IX: Exhibits / Specifications).

B. PRE-BID MEETING/SITE VISIT

NONE REQUIRED. You may visit the Lancaster Campus monument entrance signs prior to the question(s) deadline on October 9, 2009, 9AM. Questions will not be accepted after this date.

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 # 10-14 to HACC, Central Pennsylvania's Community College, Central Administration Procurement Office, ATTN: Garry Crider, Purchasing Manager, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-2325. Email Questions are acceptable at cgcrider@hacc.edu. Such requests must be received no later than October 8, 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, Purchasing Manager (717-780-1164 or cgcrider@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.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

II GENERAL CONTRACTUAL REQUIREMENTS

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 Purchasing and Business Services 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 submitted to HACC, Central Pennsylvania's Community College within ten (10) days of notice of award of contract. In no instance may any work commence prior to receipt of the certificates. A signed contract shall not be considered valid until HACC, Central Pennsylvania's Community College has received the certificates.

The Contractor shall maintain the following minimum insurance:

1. Workers' Compensation:
 - (a) State: **Pennsylvania** Statutory
 - (b) Applicable Federal (e.g., Longshoremen, Harbor Work, Work at or outside U.S. Boundaries): Statutory
 - (c) Employer's Liability: Statutory
 - (d) Benefits Required by Union labor contracts: As applicable.
2. General Liability

	(a) General Aggregate	\$2,000,000
	(b) Products & Completed Operations Aggregate	\$2,000,000
	(c) Personal & Advertising Injury	\$1,000,000
	(d) Each Occurrence	\$1,000,000
3.	Excess Liability	\$2,000,000
4.	Business Automobile Liability	\$1,000,000 Per Accident

The Contractor shall name as Additional Insured, on all insurance policies, the following:

1. HACC, Central Pennsylvania's Community College

E. BONDS

The Contractor shall provide a Performance & Payment Bond for 100% of the value of the work on all projects in excess of \$50,000.

F. 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.

G. 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.

H. 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 from the date of award through project completion and acceptance by the College.

IIIV RIGHTS AND REMEDIES

A. ARBITRATION

All claims, disputes, and other matters in question between the Contractor and the Owner arising out of or relating to this Agreement, the Project, the Work, the Contract Documents or the breach thereof may, at the Owner's sole option, and only upon the exercise of that sole option by the Owner, be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The Contractor may not unilaterally

elect arbitration or cause arbitration to occur. The Owner has the sole discretion to decide whether or not any such claims, disputes or other matters shall be submitted for arbitration.”

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.

IV 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 – NOT APPLICABLE

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 11:00AM on or before October 13, 2009. Proposals must be in a sealed container, clearly marked "Proposal RFP # 10-14 – Monument Entrance Signs Renovation.

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.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Two (2) copies of the General Proposal will be submitted in a sealed envelope clearly marked with the name of the Proposer and labeled "**Proposal for RFP #10-14 – Monument Entrance Signs Renovations**".

Address the Proposal as follows:
Renovations

Proposal RFP #10-14 – Monument Entrance Signs

HACC, Central Pennsylvania's Community College
One HACC Drive
Harrisburg, PA 17101
Attn: Garry Crider

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 Contractor'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. BID FORM

See Section: X. Bid Form for RFP #10-14 – Monument Entrance Signs Renovations

VII EVALUATION

B. 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.

C. 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.

VII. 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: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the Contractor to provide an advantageous time schedule for providing service. 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 Purchasing and Business Services 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
10-14 – MONUMENT ENTRANCE SIGNS RENOVATIONS

GENERAL:

HACC Lancaster Campus has two (2) matching entrance signs (see Exhibit A Monument Entrance Sign). One Monument Entrance Sign is located at Pitney Road entrance and one Monument Entrance Sign is at Old Philadelphia Pike entrance. Both are double-sided signs. HACC Lancaster Campus wish to replace all four faces with our new logo and other information. The Old Philadelphia Pike sign will have a portion of it as wireless, electronic signs (both faces) that can be changed from a computer inside the Main Building. The Pitney Road sign will have portable panels to advertise events with changeable lettering that can be lettered and slid into a track on both faces of the sign. When the portable panels are not in place, there will be other wording on the sign face. The bottom portion of both signs will keep the Daycare Logo as is. This portion of the sign faces will be kept separate as a separate panel to make it easier to change in the future. Your quote shall include all labor and materials to produce the finished product, including removing and disposing of the old signs, and must include township permits and inspections, if required.

SEQUENCE OF INSTALLATION:

1. Remove all four sign faces.
2. Wait two days.
3. Our electrician will remove the old lighting and install new lighting in both signs in two days when the old faces have been removed.
4. Install the new sign faces and the wireless electronic panels.

TECHNICAL SPECIFICATIONS:

Electronic signs: Old Philadelphia Pike sign only, both faces. The electronic signs shall be wireless communication, high resolution electronic display units with 19 mm pixel centers, multiple line, red or amber characters, graphic capabilities, installed in the new sign faces. Cabinet to have baked, 2-part polyurethane finish. The units shall be 28”high x 60” wide with a display area of 24” high x 48” wide. Complete installation, start-up, manuals, software and staff training shall be included.

Sign faces:

Four (4) required. They are routed aluminum sign faces .090” thick, white acrylic backed with translucent overlays, painted finish. All measurements are approximate and require field verification by successful vendor. Fill in voids behind new faces as required. Shop drawings will be required.

Individual panels are:

- 2 – 58”h x 56.5”w (middle panels in section with track and website)
- 4 – header panels with logo 75.5”h x 56.5”w
- 2 – 28”h x 56.5”w (middle panels above LED section with website)
- 2 – 56”w x 40”h Komatex 6mm white removable slide in panels with polycarbonate tracks spaced to receive our existing 4” letters (slide-in sintra panels)

LOGO:

See Exhibit “B”

Maroon - PMS 201 (Item 1)

Black - PMS Black (Item 2)

Gray – 50% Black

NOTE: The LOGO must obtain final approval from HACC’s Public Relations Department before production

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
X. COST PROPOSAL SHEET
FOR
10-14 – MONUMENT ENTRANCE SIGNS RENOVATIONS

PROJECT: Monument Entrance Signs Renovations

BID TO: HACC, Central Pennsylvania’s Community College

BID FROM: _____

TYPE or PRINT Name and Address of Entity Submitting Bid Here

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, in the form included in the Bidding Documents, to perform and furnish the Work as specified or indicated in the Bidding Documents for the Bid Price and within the Time indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for 60 days after the date of Bid opening;
 - b. The Owner has the right to reject this Bid, for its convenience.
 - c. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of Owner’s Notice of Award;
 - d. BIDDER has examined and understands all Bidding Documents.
 - e. BIDDER has visited site and become familiar with the general, local, and conditions;
 - f. BIDDER is familiar with federal, state, and local laws and regulations;
 - g. BIDDER is aware of the general nature of work to be performed by OWNER and others at the Site as such relates to the Work indicated in the Bidding Documents.
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports, and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents;
 - i. BIDDER does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
 - j. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation; BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - k. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

Date/Number

Date/Number

BASE BID

BIDDER will complete the Work in accordance with the Contract Documents for the following STIPULATED-SUM BID PRICE:

\$ _____ (in words)

\$ _____ (in figures)

SUBMITTED: _____, 20 _____.
TYPE or PRINT date and time of bid submission Here

****SUBMIT BID FORM IN DUPLICATE****

By: **When Bidder is an Individual** Date: _____

(Legal Name of Contracting Firm Name) (SEAL)

Business Address: _____

Phone Number: _____ Fax: _____

(Signature of Person Authorized to Sign) (Signature of Witness)

(Printed name and Title of Person Authorized to Sign) (Printed name of Witness)

By: **When Bidder is a Partnership** Date: _____

(Legal Name of Contracting Firm Name) (SEAL)

Business Address: _____

Phone Number: _____ Fax: _____

(Signature of Partner Authorized to Sign) (Signature of Witness)

(Printed name of Partner Authorized to Sign)

(Printed name of Witness)

(Signature of Partner Authorized to Sign)

(Signature of Witness)

(Printed name of Partner Authorized to Sign)

(Printed name of Witness)

By: **When Bidder is a Corporation**

Date: _____

(Legal Name of Corporation)

(SEAL)

Incorporated under the laws of : _____

(Printed Name of State)

Business Address: _____

Phone Number: _____

Fax: _____

(Signature of Authorized Officer)

(Signature of Corporate Secretary)

(Printed name and Title of Authorized Officer)

(Printed name of Corporate Secretary)

END OF BID FORM

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**XI: NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
FOR
10-14 MONUMENT ENTRANCE SIGNS RENOVATIONS**

Please refer to the Request for Proposal Package for Proposal Number 10-14 Monument Entrance Signs at the HACC Lancaster Campus.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Purchasing Manager, HACC, Central Pennsylvania’s Community College, One HACC Drive, Harrisburg, PA 17110 no later than October 13, 2009, by 11:00AM. 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: _____

NOTE: Register your firms information on HACC’s new Vendor Purchasing System located at www.hacc.edu (click on “Business & Community” – under “Purchasing”).

HACC, Central Pennsylvania's Community College
REQUEST FOR PROPOSAL
10-14 MONUMENT ENTRANCE SIGNS RENOVATIONS – LANCASTER CAMPUS

HACC, Central Pennsylvania's Community College is requesting proposals for monument entrance sign renovations at our Lancaster Campus. A copy of RFP # 10-14 may be obtained at: www.hacc.edu (click on "Business & Community" – under "Purchasing", click on "Request for Proposals") beginning September 29, 2009. Responses due by 11:00AM on October 13, 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.