



**ADDENDUM #1**  
**April 20, 2011**

Re: HACC, Central Pennsylvania's Community College  
RFB11-16 Duplicating Services

From: HACC, Central Pennsylvania's Community College  
Garry Crider, Procurement Services Manager  
One HACC Drive  
Harrisburg, PA 17110

To: All Proposers

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This Addendum is hereby made part of the Request for Proposal No. RFB11-16 dated March 30, 2011. The provisions of this Addendum are intended to supplement the provisions and scope of work and/or supersede them where contradictory thereto.

This Addendum contains changes to the requirements of the Scope of Work. Such changes shall be incorporated into the Scope of Work and shall apply to work with the same meaning and force as if they had been included in the original Request for Proposal. Where this Addendum modifies a portion of a paragraph or phrase of the Scope of Work, the remaining unmodified portion of the paragraph or phrase shall remain in force.

**1.1 ANSWERS TO QUESTIONS:**

- a) **Question:** What is the ratio between Black/White and Color?

**Answer: Black/White and Color volumes are noted on Attachment C – Pricing Sheet.**

- b) **Question:** Has the volume increased year by year?

**Answer: Volumes have been increasing every year. The reported volume on Attachment C is 6,540,072. The duplex volume is 4,676,677 or 9,357,354 impressions. Adding the total duplex volume of 9,357,354 and the single volume of 1,861,395, there is a total of 11,218,749 impressions.**

- c) **Question:** Does Penn Center have one or two pickups?

**Answer: Penn Center will have one pickup / delivery per day.**

- d) **Question:** NCR pricing is not included on the pricing sheet. Does HACC want this priced?

**Answer: Yes, add pricing to Attachment C – Pricing Sheet.**

- e) **Question:** In the pricing grid, there is a place for Staple sets, holes, binding. What is the binding??

**Answer: Binding is the finishing part of coping – how paper is coupled together.**

- f) **Question:** We did not see an escalator clause to cover price increases for paper, supplies, etc. – how would the College like to handle this?

**Answer: Escalation due to fluctuation in paper cost will be considered quarterly with 30 day written notice and supporting documentation of increased cost. ( e.i. paper mill invoices). Escalation will not exceed 3% in any one quarter.**

- g) **Question:** How are we to price the various paper stocks such as color bond, color 24# bond, color cover stock, 110# index, 24# astrobrights, various NCR sets, etc. as there is no price grid on attachment C to accompany the various prices for these stocks?

**Answer: You may include pricing guide for various color stocks in your response. Evaluations will be conducted on the specifications within the RFB only.**

- h) **Question:** Is there any duplex copying for the Penn Center location – none is indicated on attachment C?

**Answer: Specific copying data for Penn Center is not available because the departments moved to Penn Center the end of November 2010.**

- i) **Question:** In regards to Section III. General Contractual Requirements for RFB11-16 Duplicating Services, Subsection A(1), would HACC please explain to what the Contract specifications and conditions refer?

**Answer: The Vendor understands the specifications and terms and conditions in the Request for Proposal and the Duplicating Service Contract.**

- j) **Question:** In regards to Section III. General Contractual Requirements for RFB11-16 Duplicating Services, Subsection A(2), would HACC please explain to what the “Standards” refer? Are the “Standards” an internal measurement of something – please expound?

**Answer: This reference is in relation to employment, facility environmental, and taxation laws.**

**END OF ADDENDUM**