



**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
RFB11-16 – DUPLICATING SERVICES – ALL CAMPUSES**

Acknowledgement: Please acknowledge receipt of this Bid by completing the information requested below and faxing to 717/780-2325 upon receipt.
Please also include this page with your bid response.

Vendor Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: **We will** _____ **Will Not** _____ be responding to this RFB.

If not responding, please explain briefly: _____

Dates:

Date of Issue: March 30, 2011

Pre-Bid Meeting: April 13, 2011 at 10:00AM

Questions Due: April 19, 2011 by 9:00AM

Responses to the Questions Due: April 21, 2011 by 4:00PM

Acknowledgement Sheet Due Date: April 27, 2011 by 1:00PM

Sealed Bids Due: April 29, 2011 by 11:00AM

Board Meeting: June 7, 2011 (Please note: Final official bid results will be released after this date. All vendors who respond to the RFB will receive an award notification letter in the mail within one week of this date.)

Bid Delivery:

Address: Central Administration Procurement Office/
Penn Center Three Room PC223
349 Wiconisco Street
Harrisburg PA 17110

Contact: Garry Crider, Procurement Services Manager

Phone: 717/221-1300 ext 1645

Fax: 717/901-4625

**REQUEST FOR BID
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**

#RFB11-16

for

DUPLICATING SERVICES

for

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT BIDS:

April 29, 2011 by 11:00AM

BIDS MUST BE DELIVERED TO:

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
CENTRAL ADMINISTRATION PROCUREMENT OFFICE
PENN CENTER THREE
349 WICONISCO STREET
ROOM PC224 – BID MEETING ROOM
HARRISBURG, PA 17110

For information concerning the RFB process, required format and the schedule of activities,
Please direct questions to:

Garry Crider, Procurement Services Manager
HACC, Central Pennsylvania's Community College
Central Administration Procurement Office
Penn Center Three
349 Wiconisco Street
Harrisburg PA 17110
Telephone: 717-221-1300 ext 1645
FAX: 717-901-4625

TABLE OF CONTENTS

1. KEY DATES 4

2. BID SUBMISSION CONTENTS..... 4

3. DEFINITIONS 4

I. PROGRAM REQUIREMENTS 5

 A. PURPOSE 5

 B. PROJECT PRICE CHANGES 5

 C. FINAL INSPECTION AND ACCEPTANCE 5

II. REQUEST FOR BID..... 6-7

 A. WORKSCOPE 6

 B. SITE SURVEY..... 6

 C. RFB CLARIFICATION..... 6

 D. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT..... 7

 E. NON-DISCRIMINATION..... 7

 F. ACCEPTANCE OF BIDS..... 7

III. GENERAL CONTRACT PROVISIONS 8

 A. EXAMINATION OF CONTRACT CONDITIONS 8

 B. CONTRACT MANAGER 8

 C. TERM OF CONTRACT AND INSTALLATION 8

IV. BID SUBMISSION 9

 A. ECONOMY OF PREPARATION 9

 B. INCURRED COST 9

 C. SIGNATORIES..... 9

 D. MULTIPLE BIDS 9

 E. BID DEADLINE..... 9

 F. NUMBER OF COPIES AND MAILING OF BID 9-10

V. FORMAT FOR BID 11-12

 A. INTRODUCTION..... 11

 B. COVER LETTER..... 11

 C. DESCRIPTION OF QUALIFICATIONS..... 11

 D. CONTRACTOR HISTORY 12

 E. COST BID..... 12

VI. AWARD 13

VII. COST BID SHEETS..... 14-15

VIII. NOTIFICATION OF INTENT TO ATTEND PRE-BID MEETING 16

ATTACHMENT A: DUPLICATING SERVICE CONTRACT ATTACHED

ATTACHMENT B: 2010 USAGE AND FINISHING DATA ATTACHED

ATTACHMENT C: PRICING SHEET ATTACHED

1. KEY DATES

Important dates including Bid deadlines are shown below. Formal addendum to this RFB will be issued to the Bidders notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFB process due to revision(s) of any part of the Request for Bid because of questions from Bidders and/or additional information requested after the Bid Opening.

ACTIVITY	DATE & TIME
Issued:	March 30, 2011
Pre-Bid Meeting	April 13, 2011 at 10:00AM
Deadline for Questions:	April 19, 2011 by 9:00AM
Response to the Questions:	April 21, 2011 by 4:00PM
Acknowledgement Sheet (page 1)	April 27, 2011 by 1:00PM
Sealed Bid Due Date:	April 29, 2011 by 11:00AM
Award of Contract:	July 1, 2011

2. BID SUBMISSION CONTENTS

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

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

3. DEFINITIONS

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

- 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 Bid**-as used herein shall be understood to mean the written Bid to provide services.
- RFB** - Request for Bid
- College** - HACC, Central Pennsylvania’s Community College, Harrisburg, PA
- Vendor, Bidder, Contractor, Bidder, Supplier** - as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFB.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**I. PROGRAM REQUIREMENTS
FOR
RFB11-16 DUPLICATING SERVICES**

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, Gettysburg, Lancaster, Lebanon, and York Campuses, and Campus Square, Midtown I, Midtown II and Penn Center locations. The College reserves the right to accept or reject any and all Bids, to waive any irregularities or informalities in any Bid(s) and to award the contract in the best interests of the College.

All Bids 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 a Bidder’s response will be waived and have no effect either on this RFB 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 Bidder’s Bid. Bidder specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of Bid 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, Procurement and Business Services shall be the authorized representative of the College for purposes of interpretation of contract requirements.

C. 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, Procurement Services Manager - 717-221-1300 ext 1645.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**II. REQUEST FOR BID
FOR
RFB11-16 DUPLICATING SERVICES**

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

Harrisburg Campus	One HACC Drive, Harrisburg, PA 17110
Gettysburg Campus	731 Old Harrisburg Road, Gettysburg, PA 17325
Lancaster Campus	1641 Old Philadelphia Pike, Lancaster, PA 17602
Lebanon Campus	735 Cumberland Street, Lebanon, PA 17042
York Campus	2010 Pennsylvania Avenue, York, PA 17404
Campus Square	Corner of Third Street and Riley Street, 4 th Floor, Harrisburg, PA 17102
Midtown I	1523 North Fourth Street, Harrisburg, PA 17102
Midtown II	1500 North 3 rd Street, Harrisburg, PA 17102
Penn Center	Penn Center Three, 349 Wiconisco Street, Harrisburg, PA 17110

Bidders must bid on all locations. Contract will be awarded to one firm for all locations.

Interested parties are invited to submit Bids to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Office (Room PC224), Penn Center Three, 349 Wiconisco Street, Harrisburg PA 17110. Bids will be accepted until April 29, 2011 by 11:00AM.

This Request for Bid contains the instructions governing the Bids to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, general guidelines for submission of Bids, and HACC’s Duplicating Services Contract for which HACC will do business.

A. WORKSCOPE

The Workscope for this Request for Bid is defined in detail in Attachment “A” to the Duplicating Services Contract.

B. PRE-BID MEETING:

A Pre-Bid Meeting will be held on April 13, 2011 at 10:00am at the Penn Center Three, 349 Wiconisco Street, Harrisburg, PA 17110 in Room PC224. Samples of the various special jobs (i.e: nursing catalogs) will be on display for your review. All bidders are encouraged to attend.

C. RFB CLARIFICATION:

Bidders may request an explanation of the intent or content of this RFB and clarification of procedures used for this procurement. No interpretation made to any Bidder as to the meaning of the RFB 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 Request for Bid #RFB11-16 to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Office, ATTN: Garry Crider, Procurement Services Manager, Penn Center Three, 349

Wiconisco Street, Room PC223, Harrisburg PA 17110, or by Fax 717-901-4625. Email Questions are acceptable at cgrider@hacc.edu. Such requests must be received no later than April 19, 2011 by 9:00AM.

Failure of the Bidder to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFB shall not relieve the Contractor of the responsibility of fulfilling the contract in accordance with the terms of this RFB.

Communication concerning the Request for Bid can only be with Garry Crider, Procurement Services Manager (717-221-1300 ext 1645 or cgrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning this RFB is not binding on the College and shall in no way modify the RFB, or the obligation of the College or the Vendor, and may deem the Bidder's response void.

The college will evaluate a Bidder's "confidence in its own ability to perform" based on a given Bidder's willingness to provide the College with meaningful contractual assurances and remedies.

D. 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.

E. 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.

F. ACCEPTANCE OF BIDS

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Bidder, as well as the services provided. The College further reserves the right to accept or reject any or all Bids, 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 Bidder's response to this RFB.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**III. GENERAL CONTRACTUAL REQUIREMENTS
FOR
RFB11-16 DUPLICATING SERVICES**

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC, Central Pennsylvania’s Community College through this Request For Bid 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 Bid.

Before submitting a Bid, the Contractor shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the Bid submission date. Such addenda shall form a part of the RFB and shall be made a part of the contract. It shall be the Contractor's responsibility to ascertain that the Bid includes all addenda issued prior to the Bid submission date.

By submitting a response to this RFB 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. 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.

C. TERM OF CONTRACT

The Contractor and HACC, Central Pennsylvania’s Community College agree that an Contract resulting from this RFB shall be for a period defined in the Duplicating Services Contract in Attachment A: Duplicating Service Contract.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**IV. BID SUBMISSION
FOR
RFB11-16 DUPLICATING SERVICES**

To receive consideration, Bids shall be made in Contract 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 Bidder'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 Bidder 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 in the RFB. 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, Penn Center Three, 349 Wiconisco Street, Room PC223, Harrisburg, PA, 17110, by 11:00AM on or before April 29, 2011. Bids must be in a sealed container, clearly marked "Bid #RFB11-16 – Duplicating Services”.

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.

F. NUMBER OF COPIES AND MAILING OF BID

Six (6) copies of the General Bid will be submitted in a sealed container clearly marked with the name of the Bidder and labeled "GENERAL BID - #RFB11-16". 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.

RFB11-16 Duplicating Services

The Bids must be addressed as follows:

Bid #RFB11-16
HACC, Central Pennsylvania Community College
Central Administration Procurement Office
ATTN: Garry Crider, Procurement Services Manager
Penn Center Three
349 Wiconisco Street
Room 223
Harrisburg PA 17110

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**V. FORMAT FOR BID
FOR
RFB11-16 DUPLICATING SERVICES**

A. INTRODUCTION

Any term or condition stated in this RFB document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative Bids to the terms of this RFB. A Bid may be rejected if it is incomplete or conditional.

B. COVER LETTER

Each Bid will have a Cover Letter on the letterhead of the company or organization submitting the Bid. The Cover Letter must include the following information:

1. Summarize the Contractor's ability to provide the services specified in the RFB.
2. A Statement that the Contractor is willing to perform the work described in the RFB 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 Bid 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

1. The Bidder must demonstrate at least three years experience in duplicating services at the volumes being bid. The expertise must include methods that meet or exceed the specifications and expectations described within this RFB.
2. Bidder must assign a single staff person as project manager to work with all HACC locations. This person is responsible for assuring that the duplication services are provided as outlined in the request for bid are performed properly. This person shall consult with HACC staff to resolve performance problems.
3. The Bidder must demonstrate that it has established policies and procedures to ensure quality.
4. The Bidder must provide both a manual and an on-line system for submitting jobs.
5. The Bidder must respond to any of HACC internal customer’s complaint(s) within four (4) business hours and resolve any issues within twenty-four (24) business hours.

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 RFB. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one described in this RFB. References must include the following:

1. Name of the firm or corporation.
2. The dates of each contract or Contract 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. PRICING BID SHEET:

See Attachment C: PRICING BID SHEET for RFB11-16 Duplicating Services

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**VI. AWARD
FOR
RFB11-16 DUPLICATING SERVICES**

The College will review all Bids. 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 Contract with the Contractor.

The College intends to execute a contract with the Contractor(s) submitting the Bid 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 Bids.

In awarding the contract, the College may take into consideration: pricing, responsiveness to the Request for Bid, references, and service reputation. The inability of any respondent to meet the requirements may be cause for rejection of his/her Bid.

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 Bid is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this Bid, will be used.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**VII. COST BID SHEET
FOR
RFB11-16 DUPLICATING SERVICES**

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

The Bidder shall propose the costs to furnish the services in accordance with this RFB. Award will be made to the Contractor whose Bid is most advantageous to the College in accordance with Section V: Format for Bid.

Bidders must bid on all locations. Contract will be awarded to one firm for all locations.

A. Volumes: For detail data reference attached spreadsheet entitled “**RFB11-16AttachmentB-2010Usage-FinishingData**”

- 1) Harrisburg Campus: Approximately 3,737,509 copies per year, includes Midtown I and Midtown II facilities.
- 2) Campus Square: Approximately 101,638 copies per year
- 3) Penn Center (estimated): Approximately 18,304 copies per year
- 4) Gettysburg Campus: Approximately 240,599 copies per year
- 5) Lancaster Campus: Approximately 1,260,668 copies per year
- 6) Lebanon Campus: Approximately 252,510 copies per year
- 7) York Campus: Approximately 928,844 copies per year

B. PRICING:

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

“RFB11-16AttachmentC-PricingSheet”.

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

C. ELECTRONIC DELIVERY SOLUTION:

Bidders must provide in their bid documentation screen shots and literature of their electronic delivery solution for print jobs.

D. QUALITY CONTROL PROCEDURE:

Bidders must provide in their bid documentation their ‘quality control’ procedure.

E. ADDITIONAL QUESTIONS:

1. List “Graphic Services” your firm offers.
2. List “On-Demand Printing Services” your firm offers.
3. List “Mailing Services” your firm offers.
4. List “Customer Services” your firm offers.
5. Are your delivery drivers equipped with car or cell phones?
6. Describe your firms method of handling sensitive / confidential material?
7. Is your firm capable of producing “Hot Shot” jobs and personal drop off work?
8. 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

**VIII: NOTIFICATION TO ATTEND PRE-BID MEETING
FOR
RFB11-16 DUPLICATING SERVICES**

Please refer to the Request for Bid #RFB11-16 Duplicating Services for HACC, Central Pennsylvania’s Community College.

If you **will or will not** be attending , please fill out the information requested below and return this form to Garry Crider, Procurement Services Manager, HACC, Central Pennsylvania’s Community College, Penn Center Three, 349 Wiconisco Street, Harrisburg, PA 17110 no later than **April 12, 2011 by 10:00AM.**

Name of Organization _____

Mailing Address _____

Representative’s Name _____

Representative's Title _____

Email Address _____

Phone Number _____

FAX Number _____

Cell Phone Number _____

Email address _____

URL Web Address _____

We intend on doing the following: (check one)

1. () We will attend for the tour

2. () We will NOT attend

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____

Date: _____

Note: This form may be faxed to Garry Crider at 717-901-4625.