

**HACC — Central Pennsylvania's Community College
Harrisburg, PA**

Request for Bid

RFB12-17

For

Desktop and Laptop Lease

Issued: May 26, 2012

BID DUE DATE: June 4, 2012 by 1:30PM

Award of Contract: Within one (1) week after the Bid Due Date

Sealed Bids Must Be Delivered to: HACC
Procurement and Business Services
Room PC223
349 Wiconisco Street
Harrisburg, PA 17110

All firms who respond to the RFB will receive a notification letter in the mail within one week after the Bid Due Date.

Bid results will be posted on HACC website: www.hacc.edu – <http://hacc.edu/Purchasing/RequestforBids/Current-RFBs-FY12.cfm>

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

Garry Crider
Procurement Services Manager
Telephone: (717) 221- 1300 x 1645
Email: cgcrider@hacc.edu

ACKNOWLEDGMENT FORM

HACC — Central Pennsylvania's Community College

Request for Bid

RFB12-17 DESKTOP AND LAPTOP LEASE

Acknowledgement: Please acknowledge receipt and interest in this Request for Bid (RFB) by completing the information requested below and emailing it to cgcrider@hacc.edu.

Acknowledgement due date is May 29, 2012.

Also, please include this page with your Bid.

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Cell Phone: _____

Email: _____ Website: _____

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

If not responding, please explain briefly: _____

Terms:

1. All bids must be mailed or hand delivered in a **sealed** envelope clearly marked with your company name and the HACC bid number.
2. Bids must include all costs and shipping/handling/freight charges. HACC is tax exempt.
3. Do not include a copy of the original RFB with your response.
4. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount”.
5. 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. Requests for written explanation or clarification shall be e-mailed Garry Crider, Procurement Services Manager, at cgcrider@hacc.edu. Such requests must be received no later than May 29, 2010 by 10:00AM.

Failure of the Bidder to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFB shall not relieve the Bidder 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, Purchasing Manager (717-221-1300 extension 1645 or cgcrider@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 bid void.

6. 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.
7. Interested parties are invited to submit Bids to HACC, Central Pennsylvania's Community College, Central Administration Procurement Office, Room 130A, One HACC Drive, Harrisburg PA 17110. Bids will be accepted until June 4, 2010 by 1:30PM.

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
SPECIFICATIONS
FOR
RFB12-17
DESKTOP AND LAPTOP LEASE**

INTRODUCTION: HACC, Central Pennsylvania’s Community College is going to lease one thousand, nine hundred and twenty-two (1,922) Standard Desktop Computers; three hundred and nine (309) Small Form Factor Desktop Computers; one hundred and sixty-three (163) Laptops; fifteen (15) Apple MacBooks; and twenty (20) Apple iMacs.

PERSONAL COMPUTER AND LAPTOP SPECIFICATION: The following is the equipment model of the Personal Computer, and Laptops being obtained for lease (configuration sheets are on pages nine (9) through thirteen (13) :

1) The specifications for 36 month lease:

36 MONTH LEASE			
Description	Quantity	Amount	Total
Standard Desktop	830	\$677.00/ea	\$561,910.00
Small Form Factor Desktop	156	\$678.00/ea	\$105,768.00
Laptops	82	\$842.00/ea	\$ 69,044.00
Apple MacBooks	14	\$1,099.00/ea	\$ 15,386.00
Apple iMac	20	\$2607.95/ea	\$ 52,159.00
TOTALS - 36 MONTH	1097		\$804,267.00

Docking Station	1	\$139.00/ea	\$139.00
-----------------	---	-------------	----------

2) The specifications for 48 month lease:

48 MONTH LEASE			
Description	Quantity	Amount	Total
Standard Desktop	1092	\$677.00/ea	\$739,284.00
Small Form Factor Desktop	153	\$678.00/ea	\$103,734.00
Laptops	81	\$842.00/ea	\$ 68,202.00
Apple MacBooks	1	\$1,099.00/ea	\$ 1,099.00
TOTALS - 48 MONTH	1327		\$912,319.00

Docking Station	2	\$139.00	\$278.00
-----------------	---	----------	----------

NOTE: Counts may be slightly modified prior to order.

SHIPPING SCHEDULE: The Lessor is expected to coordinate with the Supplier of the Desktop Computers and Laptops, the common carrier, and HACC all shipments and keep HACC advised on the delivery date. Shipments will occur in June and July 2012.

- a) The College will accept delivery preferably during the hours of 6:30AM and 7:30AM with a three day window for the October and November 2010 orders.
- b) The shipping carrier must call the day before (business day) to advise the College of the pending shipment.
- c) The contact is:
Garry Crider

Procurement Services Manager
717-221-1300 ext 1645

SHIPPING ADDRESSES:

CAMPUS	ADDRESS	CAMPUS CONTACT
Harrisburg Campus and Central Administration	One HACC Drive Switchgear Building Harrisburg, PA 17110 Access to a loading dock w/forklift	Chris Fuller Director, Technical Support 717-780-1335 or 717-780-1929
Gettysburg Campus	731 Old Harrisburg Road Gettysburg, PA 17325 Rear Loading Dock w/hand pallet jack	Scott Decker Campus Director, Tech Support 717-337-3855 ext 3015
Lancaster Campus	1641 Old Philadelphia Pike Lancaster, PA 17602 Access to a loading dock w/forklift	Greg Seitz Campus Director, Tech Support 717-358-2987
Lebanon Campus	735 Cumberland Street Lebanon, PA 17042 Access to a loading dock w/hand pallet jack	Lori Swoyer Technical Support 717-270-6343
York Center	2010 Pennsylvania Avenue York, PA 17404 Access to a loading dock w/hand pallet jack	Paul Monko Campus Director, Tech Support 717-718-0328 ext 3521

LEASE STRUCTURE:

- 1) A Master Lease will be negotiated. It is expected that the terms and conditions identified in this Request for Bid will become a material part of any Master Lease / Schedule presented by the Lessor. If there are conflicts with any Term and Condition, the Lessor must identify and offer alternate language in their Bid.
- 2) A separate schedule will be created for each location.
- 3) Each "Equipment Schedule" will define each Financial Transaction. Each Schedule will clearly define the following:
 - a) Start date of lease
 - b) End date of lease
 - c) Lease Term in months
 - d) Lease Agreement Number / Schedule Number
 - e) Description of equipment being leased
 - f) Amount being leased
 - g) Payment will be billed quarterly
- 4) The following information must be clearly shown on all invoicing:
 - a) Time Period of invoice – i.e. October 1 thru October 31, 2006
 - b) Can only bill one invoice to one Schedule – cannot combine schedules in one invoice
 - c) Lease Schedule Number
 - d) HACC's Purchase Order Number
 - e) Brief description of equipment being leased
 - f) Quarterly amount being invoiced only – do not show previous balance activity on invoices. Only show past due activity on Statements if necessary.
- 5) Late Fee situations:

There will be two times during the Fiscal Year (July 1st thru June 30th) that HACC will not pay late fees.

Due to HACC being closed during the Christmas Holidays (December 24 through January 2), there are reasons invoicing may not be processed before the Holidays. When staff comes back from the Holidays, HACC will make a strong effort to process all invoicing as close to the due date as possible.

RFB12-17 Desktop and Laptop Lease

The other period is during our Fiscal Year end activities. All new Purchase Orders for the new fiscal year cannot be processed until after July 1st and with the July 4th Holiday, along with extended vacations, HACC cannot process any invoice(s) for the new Fiscal Year until around July 5th or later.

These two time frames must be taken into account with any lease payment terms.

- 6) The lease shall be structured as pre-determined Fair Market Value or Fixed Purchase Option Lease with the end of term value set as follows:
 - a) for 36 month lease - **\$150.00** per Personal Computer w/Monitor; **\$150.00** per Laptop; **\$200.00** per Apple products
 - b) for 48 month lease - **\$100.00** per Personal Computer w/Monitor; **\$100.00** per Laptop; **\$100.00** per Apple products
- 7) Lease Schedule Start Dates will occur on the first day of the month following delivery. Lessor and HACC must agree to the start date and end date of the lease.
- 8) Lessor will itemize all charges that will occur during the term of the lease. This will be defined in the Cost Bid Sheet.
- 9) The Lease Term **will be** for thirty-six (36) months for all instructional desktops and laptops; and forty-eight (48) months for all administrative desktops and laptops. The breakdown is broken out above.
- 10) Lease **will not** automatically renew. It will be the Lessor's responsibility to contact Lessee's Procurement Department ninety (90) days prior to the lease end date to discuss end of lease options. The Lessee will advise Lessor of the selected option sixty (60) days prior to the lease end date.
- 11) HACC is self-insured – **will not** require Lessor insurance.
- 12) HACC **will not accept** "Interim Rent" charges.
- 13) Lease documentation: The Lessor who is awarded the bid will be expected to supply HACC an electronic version of all Lease Documents in WORD format in order to "red-line" changes during the Legal Review.
- 14) The Lessor must supply with the Bid a blank copy of **all** lease documents that will be required to be executed during the term of the lease. This includes documents such as Master Lease, Schedules, Acceptance Certificates, Exhibits, standard letter agreements, etc.
- 15) Returning Equipment conditions:
 - a) At the end of lease term, the return destination will not exceed eight-hundred (800) miles from Harrisburg, Pa.
 - b) When returning the equipment leased, Personal Computers and Monitors will be like for like or greater value, rather than serial number specific.
 - c) HACC will not be liable for normal wear and tear on the equipment and will not be subject to a reconditioning fee.
 - d) When shipping the desktops and laptops to the determined destination, shrink wrap to skids will be an acceptable means of packaging.
- 16) Payment Terms:
 - a) Net 30 Days
 - b) Advance payments or deposits (i.e. Last Payment at beginning of lease) **will not** be allowed by the Lessor.
- 17) In our current environment, HACC administers a "Self Service Program" on the Personal Computers and Laptops. In conjunction with this Request for Bid, HACC will continue the "Self Service Program".
- 18) At the end of lease, HACC may return all the Personal Computers and Laptops or a portion of the leased equipment.
- 19) HACC's financials will be supplied only upon request.

END OF BID SPECIFICATIONS

**COST BID SHEET
RFB12-17
DESKTOP AND LAPTOP LEASE**

The Bidders shall propose the costs to furnish the services in accordance with this RFB. Award will be made to the Bidder whose bid is most advantageous to the College.

Sealed Bids are due

Each item must be priced. For those costs where the Bidder will not charge, a zero must be entered.

- 1) 36 months Lease Factor Rate for the Personal Computers and Laptops: Based on quarterly payments.

For Standard/Small Form Desktops, Laptops, Docking Sta.: _____ %

For all Apple products: _____ %

- 1) 48 months Lease Factor Rate for the Personal Computers and Laptops: Based on quarterly payments.

For Standard/Small Form Desktops, Laptops, Docking Sta.: _____ %

For all Apple products: _____ %

- 2) **Quarterly Rent Payment (must be divisible by 3):** \$ _____
(i.e. quarterly rent = \$333.33 // monthly rent = \$111.11)

- 3) Documentation Fees: \$ _____

- 4) UCC Filing Fees: \$ _____

- 5) Late Payment Charges: (excluding item 5 – Late Fees situation in Specifications in previous section) _____ Define

- 6) Processing Fees: \$ _____

- 7) Other Fees not identified: \$ _____ itemize _____

NOTE: Any additional lease cost not identified here cannot be billed to HACC at anytime during the lease.

Other Questions:

- 1) Do you acknowledge all the conditions discussed within this Request for Bid.

YES _____ NO _____

- 2) A Stipulated Loss Values Schedule must accompany Bid.

3) Is your firm capable of delivering the necessary information on the Equipment Schedules as defined in paragraph three (3) of Specifications in the previous section?

YES _____ NO _____

4) Is your firm capable of delivering the necessary information on the invoicing as defined in paragraph four (4) of Specifications in the previous section?

YES _____ NO _____

5) Does your firm understand and accept the Late Fee situation discussed in paragraph five (5) of Specifications in the previous section?

YES _____ NO _____

6) Vendor Registration:

To all bidders: Please register your firm's information on HACC's website – go to the following link: <http://hacc.edu/Business-and-Community-Portal.cfm> and follow instructions.

Bidder agrees that any contract entered into will include all the conditions of this Request for Bid, and if any terms and conditions conflict, the Lessor will modify any Master Lease or Schedule to include such conditions before submitting such contracts.

OFFER GUARANTEED FROM DATE SHOWN BELOW THROUGH THE EXECUTION OF THE LAST AGREEMENT FOR THE EQUIPMENT DELIVERED.

Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Date: _____

END OF BID FORM

LENOVO THINKCENTRE M91p DESKTOP COMPUTER STANDARD

DESCRIPTION	MANUFACTURER	PART NUMBER
Mechanical Package Tower 4X5 280W 85 Plus	LENOVO	4524A2U
EPEAT Gold rating; Energy STAR 5.0 complaint; GREENGUARD certified; RoHS-complaint; 85% PSU and 90% PSU available	LENOVO	4524CTO
(2) 5.25" full size bays; (2) 3.5" bays	LENOVO	4524CTO
Intel Core i5-2400 Processor(3.1GHz,6M Cache)	LENOVO	4524CTO
DVD-ROM (with DVD Playback Software) for Win 7	LENOVO	4524CTO
eSATA Port Cable FH	LENOVO	43C2279
250GB, 7200RPM SATA	LENOVO	4524CTO
(4) 240-pin DIMM sockets	LENOVO	4524CTO
4GB PC3-10600 1333MHz UDIMM (2 DIMM)	LENOVO	57Y4390
2 half-length, full height, 32-bit PCI 2.3 slots	LENOVO	4524CTO
AMD Radeon HD 5450 512MB (DVI-I & DisplayPort)	LENOV	45J7915
Lenovo ThinkVision L2250p Wide Monitor (22-inch, VGA+DVI, 1680x1050)	LENOVO	2572HB6
6 ports rear, 2 ports front	LENOVO	4524CTO
Standard Capabilities	LENOVO	4524CTO
Front- microphone (stereo, 3.5mm), headphone (stereo, 3.5mm), Rear- ethernet (RJ-45), VGA DB-15, DisplayPort, Line-in (stereo, 3.5mm), line-out (stereo, 3.5mm), microphone-in (stereo, 3.5mm)	LENOVO	4524CTO
Internal Speaker	LENOVO	4524CTO
Lenovo USB Preferred Pro Full Size - US English	LENOVO	4524CTO
Lenovo Enhanced Optical USB Mouse	LENOVO	4524CTO
Windows 7 Professional 64 - English	LENOVO	4524CTO
Windows 7 Professional 64 - English CD/DVD; Imaging in factory available to aid in ease and efficiency in deployment	LENOVO	4524CTO
Display Port to Single Link DVI-D Cable	LENOVO	45J7915
(2) Lenovo 4GB PC3-10600 DDR3 UDIMM Memory (1333MHz) *will not be in custom model*	LENOVO	0A36527
(4) 2GB PC3-10600 DDR3-1333 Low-Halogen SODIMM Memory *will not be in custom model*	LENOVO	55Y3710

LENOVO THINKCENTRE M91p DESKTOP COMPUTER SMALL FORM FACTOR

Desktop Computer Hardware Specifications	DESCRIPTION	PART NUMBER
M91p Small Form Factor Case*	Mechanical Package Small Form Factor 13.3"W X 14.5"D X 3.9"H	4518CTO
High efficiency (Green) Power Supply (Energy Star 5.0 compliant – 80 Plus Platinum, 90% efficient or higher)	EPEAT Gold rating; Energy STAR 5.0 complaint; GREENGUARD certified; RoHS-complaint; 85% PSU and 90% PSU available	4518CTO
2 – 5.25 inch full size drive bays (external)	(1) 5.25" full size bay; (2) 3.5" bays	4518CTO
Intel i5 3.1GHZ processor (2400)	Intel Core i5-2400 Processor(3.1GHz,6M Cache)	4518CTO
CD-R/DVD-R	DVD-ROM (with DVD Playback Software) for Win 7	4518CTO
eSATA port	eSATA Port Cable FH	4518CTO
250GB Hard drive, SATA III 7200 RPM	250GB, 7200RPM SATA	4518CTO
4 DIMM slots	(4) 240-pin DIMM sockets	4518CTO
4GB of memory (2GB x 2 DIMM's) 1333MHZ Dual Channel expandable to 8GB	4GB PC3-10600 1333MHz UDIMM (2 DIMM)	4518CTO
2 Available full height PCI slots	2 PCI (low profile), 1 PCIeX1 (low profile), 1 PCIeX16 (low profile)	4518CTO
PCI-E Video card, 512MB memory, unshared, 2 DVI output	AMD Radeon HD 5450 512MB (DVI-I & DisplayPort)	4518CTO
20 inch Widescreen LCD monitor, DVI and VGA input, must support 1680 x 1050	Lenovo ThinkVision L2250p Wide Monitor (22-inch, VGA+DVI, 1680x1050)	2572HB6
USB 2.0 – 6 ports rear, 2 ports front	6 ports rear, 2 ports front	4518CTO
NIC – Integrated Broadcom NetXtreme Gigabit adapter supporting PXE and Wake On Lan	Standard Capabilities	4518CTO
Integrated Audio – line in, line out, mic on rear – mic, headphones on front	Front- microphone (stereo, 3.5mm), headphone (stereo, 3.5mm), Rear- ethernet (RJ-45), VGA DB-15, DisplayPort, Line-in (stereo, 3.5mm), line-out (stereo, 3.5mm), microphone-in (stereo, 3.5mm)	4518CTO
Internal PC speaker	Internal Speaker	4518CTO
Keyboard – USB, full size	Lenovo USB Preferred Pro Full Size - US English	4518CTO
Optical Mouse – USB, 2 button with scroll	Lenovo Enhanced Optical USB Mouse	4518CTO
All components MUST be windows 7 32/64BIT compliant (Enterprise)	Windows 7 Professional 64 - English	4518CTO
Operating System – Micro-Soft - a CD/DVD media is REQUIRED	Windows 7 Professional 64 - English CD/DVD; Imaging in factory available to aid in ease and efficiency in deployment	4518CTO
Add additional manufacturer, part numbers, and description to complete your specific configuration:	Display Port to Single Link DVI-D Cable	4518CTO

LENOVO THINKPAD T520 LAPTOP COMPUTER

DESCRIPTION	MANUFACTURER	PART NUMBER
ThinkPad T520	LENOVO	424228U
Intel Core i5-2540M Processor (3M Cache, 2.60 GHz)	LENOVO	4242CTO
8X DVD + -RW, DVD recordable multiburner	LENOVO	4242CTO
Three USB 2.0 (one powered), one USB 2.0/eSATA combo port, external monitor (VGA DB-15, DisplayPort), ethernet (RJ-45), IEEE 1394 FireWire 400 (4-pin connector; 1394a-2000 standard.	LENOVO	4242CTO
320 GB Hard Disk Drive, 7200rpm	LENOVO	4242CTO
4 GB DDR3 - 1333MHz (1 DIMM); 8GB max7 / PC3-10600 1333MHz DDR3, non-parity Dual-channel capable, two 204-pin SO-DIMM sockets	LENOVO	4242CTO
NVIDIA NVS 4200M Graphics with Optimus Technology, 1GB DDR3 Memory	LENOVO	4242CTO
15.6" HD (1366 x 768) LED Backlit Anti-Glare Display	LENOVO	4242CTO
Energy Star 5.0 Pack	LENOVO	4242CTO
7 row, 89-key, ThinkVantage button, spill-resistant, multimedia Fn keys; UltraNav with TrackPoint & touchpad	LENOVO	4242CTO
720p Camera, Noise Cancelling Microphone	LENOVO	4242CTO
ThinkPad b/g/n	LENOVO	4242CTO
Bluetooth 3.0	LENOVO	4242CTO
High Definition (HD) Audio, Conexant 20672 codec / stereo speakers, 1 watt x 2 /volume up, down, mute buttons / dual array mic, mic mute button, combo audio/mic jack	LENOVO	4242CTO
Integrated EC port, Integrated SD port	LENOVO	4242CTO
High Definition (HD) Audio, Conexant 20672 codec / stereo speakers, 1 watt x 2 /volume up, down, mute buttons / dual array mic, mic mute button, combo audio/mic jack	LENOVO	4242CTO
9 cell Li-Ion Battery - 55++	LENOVO	4242CTO
90W A/C Power adapter	LENOVO	4242CTO
ThinkPad Mini Dock Series 3 - 90W Docking Station	LENOVO	433710U
Windows 7 Professional 64 English	LENOVO	4242CTO
Windows 7 Professional 64 English CD/DVD	LENOVO	4242CTO
Startech DisplayPort to HDMI Video Adapter Converter	STARTECH	CN6207

Apple Inc. Education Price Quote

Customer: Chris Fuller
HARRISBURG AREA COMM COLL
7177801929 phone
ctfuller@hacc.edu email
Apple Inc: Wendi Mote
12545 Riata Vista Circle
MS: 198-9IES
Austin, TX 78727-6524
512-6746818 ph
866-219-9213 fax
mote@apple.com email

Apple Quote: 2200021162
Quote Date: 11-May-2012
Quote Valid Until: 10-Jun-2012
Quote Comments:

Part

Number Details & Comments Qty Unit List Price Extended List Price

1 MD313LL/A MacBook Pro 13-inch: 2.4GHz Dual-core Intel
Core i5
2.4GHz Dual-core Intel Core i5
4GB 1333MHz DDR3 SDRAM - 2x2GB
500GB Serial ATA Drive @ 5400 rpm
SuperDrive 8x (DVD±R DL/DVD±RW/CD-RW)
Backlit Keyboard (English) / User's Guide (English)

14 1099.00/ea Total: \$15,386.00

Edu List Price Total 15,386.00

- eWaste Fee / Recycling

Fee

0.00

-

-

Extended Total Price* 15,386.00

*In most cases Extended discounted Total price does not include Sales Tax

*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

*Reference Apple Quote number 2200021162 on your Purchase Order

*Fax a copy of this quote along with your Purchase Order to 866-219-9213:

Apple Inc.

12545 Riata Vista Circle

MS: 198-9IES

Austin, TX 78727-6524

RFB12-17 Desktop and Laptop Lease

Questions? Need Advice? Call 1-800-MY-APPLE

Cart subtotal \$52,159.00

Free Shipping \$0.00

Order Total \$52,159.00

\$2,259.00/ea - 20 ea = **\$45,180.00**

- 3.4GHz Quad-Core Intel Core i7
- 8GB 1333MHz DDR3 SDRAM - 2x4GB
- 1TB Serial ATA Drive
- AMD Radeon HD 6970M 1GB GDDR5
- Apple Mouse

Apple Keyboard with Numeric Keypad (English) &
User's Guide

-
- Accessory Kit

**27-inch iMac
Configuration**

Gift message: Not available

Wacom Intuos5 Touch Pen Tablet - Small \$229.95/ea 20 ea = \$4,599.00

Gift message: Not available

AppleCare Protection Plan for iMac - Auto-enroll \$119.00/ea 20 ea = \$2,380.00