

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

**Request for Bid**

**RFB14-03**

**For**

**BOARDROOM FURNITURE**

Issued: August 22, 2013

**BID DUE DATE: September 4, 2013 by 1:30PM**

**BID OPENING: September 5, 2013 by 1:30PM**

Sealed Bids Must Be Delivered to: HACC  
Procurement and Business Services  
College Service Center Mailroom  
One HACC Drive  
Harrisburg, PA 17110

All firms who respond to the RFB will receive a notification letter in the mail within one week after the Board of Trustee Meeting.

Bid results will be posted on HACC website: <http://www.hacc.edu/Purchasing/RequestforBids/RFBs-FY14.cfm>

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

Garry Crider  
Interim Director of Purchasing  
Telephone: (717) 736-4121  
Email: [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu)

## ACKNOWLEDGMENT FORM

HACC — Central Pennsylvania's Community College

Request for Bid

**RFB14-03 BOARDROOM FURNITURE**

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](mailto:cgcrider@hacc.edu).

Acknowledgement due date is August 30, 2013.

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## HACC - Central Pennsylvania's Community College

### REQUEST FOR BID

### SPECIFICATIONS

### RFB14-03 BOARDROOM FURNITURE

#### TABLES

#### PART 1 GENERAL

##### 1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions, Owner's Contract Documents, and Division 1 Specification Sections, apply to this Section.

##### 1.02 SECTION INCLUDES

- A. Furniture: Board Room Table.
- B. Furniture: End Tables

##### 1.03 REFERENCE STANDARDS

- A. ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2010.
- B. FM P7825 - Approval Guide; Factory Mutual Research Corporation; current edition.
- C. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

##### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate the installation of workstations and conference table with size, location and installation of service utilities.
- B. Pre-installation Meeting: Conduct a pre-installation meeting one week prior to the start of the work of this section; require attendance by all affected installers.
- C. Sequencing: Ensure that utility connections are achieved in an orderly and expeditious manner.
- D. Scheduling: Will be coordinated by Eastern PCM, HACC's Construction Manager.

##### 1.05 SUBMITTALS

- A. Product Data: Provide including all written documentation.
- B. Shop Drawings: Indicate location of all items.
- C. Manufacturer's Instructions: Indicate assembly, maintenance and cleaning.
- D. LEED Submittals: Indicate all materials, manufacturing, recycling, installation and produce data.
- E. Project Record Documents: Record actual locations of all furniture install including power and data connections.
- F. Warranty: Submit manufacturer warranty and ensure that forms have been completed in HACC's name and registered with manufacturer.

##### 1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.

- B. Installer Qualifications: Company specializing in performing the work of this section with minimum five years of experience.
- C. Copies of Documents at Project Site: Maintain at the project site a copy of each referenced document that prescribes execution requirements.

**1.07 WARRANTY**

- A. Correct defective Work within a ten year period after Date of Substantial Completion.
- B. Provide 10 year warranty

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Krug

**2.02 TABLE TYPES**

- A. Table - Type A: Board Room
  - 1. Krug
    - a. Size/Quanty:
      - 1) (2) 61THW60-30 - 60" wide by 30" deep.
      - 2) (4) 61THS7236L - 72" wide by 36" deep.
      - 3) (4) 61THRT6036 - 60" wide by 36" deep.
    - b. Model: V2 Modular Table
    - c. Top: Plastic Laminate
    - d. Edge: Plastic Laminate: Standard Profile
    - e. Base: Die Cast metal, Silver
    - f. Legs: Integrated wire management
      - 1) Color: Silver
    - g. Feet: Adjustable steel caster
    - h. Date Access Points: NONE
    - i. Shape: Modified Boat
    - j. Wire Management System: NONE
      - 1) All power, data, microphones, devices, wire management, connections and testing shall be completed by the Owner's A/V Consultant.
      - 2) All field cuts shall be completed on site by the Owner's A/V Consultant.
    - k. Connectors: Ganging Module, provide number required for table configuration.
- B. Table - Type B: End Table
  - 1. Krug Table
    - a. Size: 24" x 24 " x 21" high
    - b. Model: SUT 4 -24-24-21
    - c. Top: Wood Veneer: Maple Finish to Match Board Room Table Type A
    - d. Edge: Wood Veneer: Maple Finish to Match Board Room Table Type A
    - e. Base: Steel: Silver
    - f. Top: Floating
    - g. Shape: Square
    - h. Feet: Rubber
    - i. Quantity: (4) Four

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verification of Conditions: Verify that spaces are ready for installation of furniture.

**3.02 PREPARATION**

- A. Protection of In-Place Conditions:

- B. Removal: Of all cardboard from site for recycling. **Vendor shall provide written documentation of disposal/recycling to the Architect within 7 days of the completed installation.**

**3.03 SYSTEM SETUP**

- A. Setup furniture in accordance with manufacturers' instructions and recommendations.

**3.04 ADJUSTING**

- A. Adjust legs for smooth operation.

**3.05 CLEANING**

- A. Clean all surfaces per written manufacturer's instructions.

**3.06 CLOSEOUT ACTIVITIES**

- A. Demonstrate proper operation of equipment to HACC's designated representative.
- B. Demonstration: Demonstrate operation of system to HACC's personnel.
  - 1. Use operation and maintenance data as reference during demonstration.
  - 2. Briefly describe function, operation, and maintenance of each component.

**3.07 PROTECTION**

- A. Protect installed furniture from subsequent construction operations.

**END OF BID SPECIFICATIONS**

**HACC - Central Pennsylvania's Community College**

**REQUEST FOR BID**

**RFB14-03 BOARDROOM FURNITURE**

**BID FORM**

**A) BOARDROOM TABLE (1 each) (Section 2.02 A):**

**Unit Cost:** \$ \_\_\_\_\_ /ea

**B) TABLES (4 each) (Section 2.02 B):**

**Unit Cost:** \$ \_\_\_\_\_ /ea

**Total Cost for 4 Tables** \$ \_\_\_\_\_

**C) TOTAL INSTALLATION COST:** \$ \_\_\_\_\_

**D) TOTAL FREIGHT COST:** \$ \_\_\_\_\_

**E) TOTAL COST FOR SECTION A, B, C, AND D:** \$ \_\_\_\_\_

**F) CONFIRM REQUIRED DELIVERY DATE IS DECEMBER 23, 2013 YES OR NO**

**G) Bid Deadline**

To be considered for selection, Bids shall arrive at HACC's Mailroom at the College Service Center, One HACC Drive, Harrisburg, PA, 17110, by 1:30PM on or before September 4, 2013. Bids will be opened on September 5, 2013 at 1:30PM at Three Penn Center, 349 Wiconisco Street, Harrisburg, PA 17110.

**H) Acceptance of Bid**

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Bidder, as well as the services to be 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.

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.

**I) Addenda to the RFP**

In the event that it becomes necessary to revise any part of this RFP, HACC’s Procurement and Business Services Office will provide addenda in writing to the Bidders who indicate that they are interested by returning the acknowledgement sheet (page 2). No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College’s Procurement and Business Services Office has confirmed the same in writing.

**J) Oral Communication**

Oral communication with any 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 provider.

**F) Number of Copies and Mailing of Bid**

Five (5) copies of the bid must be in a sealed container, clearly marked "RFB14-03, BOARDROOM FURNITURE." Allow time for normal mail delivery to ensure timely receipt of Bids by HACC’s Purchasing Department. Bids arriving after the deadline will not be considered. All Bids become the property of the College.

In lieu of supplying five (5) copies of the bid, one (1) Master Copy and an electronic media (CD, memory stick, etc.) will be preferred providing they are all in the sealed envelope.

**G) HACC, Central Pennsylvania’s Community College is a member of the following:**

- 1) Educational & Institutional Cooperative Service, Inc.
- 2) Provista
- 3) NJPA
- 4) Amerinet
- 5) US Communities
- 6) Keystone Purchasing Network (KPN)

HACC

**H) Vendor Registration:** To all Proposers: Please register your firms information on HACC’s website – go to [www.hacc.edu](http://www.hacc.edu) – “Business & Community” – “Purchasing” – “Vendor Purchasing System Login” – then following instructions.

**SIGNATURE** \_\_\_\_\_

**FIRM NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

RFB13-18 BACKDRAFT SIMULATOR

TELEPHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

END OF BID FORM



**BID CERTIFICATION**

\_\_\_\_\_  
(date)

Procurement and Business Services Department  
HACC, Central Pennsylvania Community College  
One HACC Dr.  
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- ( ) There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
  
- ( ) The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal RFB13: 18 for Backdraft Simulator and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

\_\_\_\_\_  
(firm)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature required)

\_\_\_\_\_  
(phone no.)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(fax no.)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(fed. tax id no.)