

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE  
SPECIFICATIONS / EXHIBITS  
REQUEST FOR BID  
PC AND LAPTOP LEASE**

**INTRODUCTION:** HACC, Central Pennsylvania’s Community College is seeking a qualified vendor from which to lease eight hundred and ninety six (896) Personal Computers and one hundred and eighty (180) Laptops.

**REQUIREMENTS:**

- The entire order needs to be delivered to each of the campuses no later than July 14<sup>th</sup>, 2014.
- The chosen vendor will be required to image the computer systems. We can supply a wide variety of formats. Vendors are to determine what media format they would like our image in.
- The vendor will be quoting on a minimum of 896 desktop computers
- After the bid is awarded, HACC will add a minimum of 180 laptops to the order. Laptop configuration to be determined. Laptop order will go to the same vendor that is awarded the PC contract.
- The vendors must quote either of the following items, no substitutions.
- Vendors may quote both makes/models.

**PERSONAL COMPUTER SPECIFICATIONS:** Following are the make and model of the PC’s we wish to lease. Note: all 896 PC’s must be one or the other of the following:

1. Model: Dell Optiplex 9020
  - Processor: Intel i5-4570
  - Memory: 8GB RAM (2X4GB)
  - Video: Integrated
  - Hard Drive: 500GB
  - NIC: Integrated
  - Monitor: P2214H
  - Display Port cable
  - Keyboard
  - Mouse
  - Operating system not required but may be included
  
2. Model: Lenovo ThinkCenter M93P
  - Processor: Intel i5-4570
  - Memory: 8GB RAM (2X4GB)
  - Video: Integrated
  - Hard Drive: 500GB
  - NIC: Integrated
  - Monitor: LT2223P
  - Display Port cable
  - Keyboard
  - Mouse
  - Operating system not required but may be included

Notes: Counts may be slightly modified prior to order.

**SHIPPING SCHEDULE:** The Lessor is expected to coordinate with the Supplier of the Personal Computers and Laptops, the common carrier, and HACC all shipments and keep HACC advised on the delivery date.

Note: Midtown is considered part of the Harrisburg Campus.

- a) The College will accept delivery preferably during the hours of 7:30AM and 10:00AM. Delivery will be coordinated with each campus, contact person to be determined.
- b) The shipping carrier must call the day before (business day) to advise the College of the pending shipment.
- c) The Procurement contact is: Michael McEnany, (717) 736-4120
- d) All questions must be submitted via email to: [procurement@hacc.edu](mailto:procurement@hacc.edu) Technical questions will be referred to the ITS department for clarification.
- e) The quote should contain separate figures for the following:
  - a) 36 months lease with buyout options detailed
  - b) 48 months lease with buyout options detailed
  - c) Direct purchase price per unit.
- f) Bids may be emailed to: [procurement@hacc.edu](mailto:procurement@hacc.edu) or delivered in a sealed envelope to: **Harrisburg Area Community College, Room TL203, One HACC Drive, Harrisburg, PA 17110**, and must be received by no later than 2:00pm Eastern Time on Monday June 6, 2014. Electronic and sealed bids should be clearly marked/designated: **RFB14-13, PC and Laptop Lease**.

**SHIPPING ADDRESSES:**

CAMPUS	ADDRESS
Harrisburg Campus	One HACC Drive Switchgear Building Harrisburg, PA 17110 Access to a loading dock w/forklift
Gettysburg Campus	731 Old Harrisburg Road Gettysburg, PA 17325 Rear Loading Dock w/hand pallet jack
Lancaster Campus	1641 Old Philadelphia Pike Lancaster, PA 17602 Access to a loading dock w/forklift
Lebanon Campus	735 Cumberland Street Lebanon, PA 17042 Access to a loading dock w/hand pallet jack
York Center	2010 Pennsylvania Avenue York, PA 17404 Access to a loading dock w/hand pallet jack

**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 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) 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
- 3) The following information must be clearly shown on all invoicing:
  - a) Time Period of invoice – i.e. October 1 thru October 31, 2014
  - 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.

## 4) Late Fee situations:

**There will be two times during the Fiscal Year (July 1<sup>st</sup> thru June 30<sup>th</sup>) 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.

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 1<sup>st</sup> and with the July 4<sup>th</sup> Holiday, along with extended vacations, HACC cannot process any invoice(s) for the new Fiscal Year until around July 5<sup>th</sup> or later.

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

- 5) The lease shall be structured as pre-determined Fair Market Value or Fixed Purchase Option Lease with the end of term value set at **\$150.00** per Personal Computer w/Monitor and **\$150.00** per Laptop
- 6) 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.
- 7) Lessor will itemize all charges that will occur during the term of the lease. This will be defined in the Cost Bid Sheet in the next section.
- 8) The Lease Term **will be** for thirty-six (36) or forty-eight (48) months, to be determined at time of award.
- 9) Lease **will not** automatically renew. It will be the Lessors responsibility to contact Lessee's Purchasing 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.
- 10) HACC is self-insured – **will not** require Lessor insurance.
- 11) HACC **will not accept** "Interim Rent" charges.

- 12) Lease documentation: The Lessor who is awarded the bid will be expected to supply HACC an electronic version of all Lease Documents in Microsoft Word format in order to “red-line” changes during the Legal Review.
- 13) 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.
- 14) 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 PCs to the determined destination, shrink wrap to skids will be an acceptable means of packaging.
- 15) 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.
- 16) 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”.
- 17) At the end of lease, HACC may return all the Personal Computers and Laptops or a portion of the leased equipment.
- 18) HACC’s financials will be supplied only upon request.

**END OF BID SPECIFICATIONS**

**COST BID SHEET  
REQUEST FOR BID  
PC 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 and electronic bids are due **Monday June 16, 2014 by 2:00pm Eastern Time.**

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

- 1) Lease Factor Rate for the Personal Computers and Laptops: \_\_\_\_\_% (Quarterly)  
Based on quarterly payments.
  - 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 paragraph 4 – Late Fees  
situation in IX: Exhibits / Specifications) \_\_\_\_\_ 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 two (2) of Specifications / Exhibits in the previous section?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 4) Is your firm capable of delivering the necessary information on the invoicing as defined in paragraph three (3) of Specifications / Exhibits in the previous section?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 5) Does you firm understand and accept the Late Fee situation discussed in paragraph four (4) of Specifications / Exhibits in the previous section?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- 6) Vendor Registration:

To all bidders: Please register your firm’s information on HACC’s website – go to <https://vps.hacc.edu/vendorlogin/index.cfm> then 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**