

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

**Request for Bid**

**RFB15-12 Class "A" Tractor With Sleeper**

Issued: September 11, 2014

BID DUE DATE: September 25, 2014 by 1:00pm

BID OPENING: September 25, 2014 1:15pm in room TL209

Sealed Bids Must Be Delivered to: Harrisburg Area Community College  
Procurement and Contracts  
Room TL203  
One HACC Drive  
Harrisburg, PA 17110

Harrisburg Area Community College is soliciting bids for the acquisition of a Class "A" Tractor with Sleeper to be used in the college's Commercial Driver's License training program. All firms who respond to the RFB will receive notification within one week after the November 11, 2014 Board of Trustee Meeting.

Bid results will be posted on HACC website: <http://www.hacc.edu/Purchasing/BidResultsRFPs/Bid-Results-RFPs-FY15.cfm>

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

Michael McEnany  
Procurement Specialist  
Telephone: (717) 736-4120  
Email: [procurement@hacc.edu](mailto:procurement@hacc.edu)

## ACKNOWLEDGMENT FORM

HACC — Central Pennsylvania's Community College

Request for Bid

RFB15-12 Class "A" Tractor With Sleeper

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

Acknowledgement due date is September 18, 2014

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REQUEST FOR BID

### RFB15-12 Class "A" Tractor With Sleeper

**Specifications:**

1. Conventional Class "A" Tractor w/ a sleeper.
2. Sleeper Unit w/ a bunk size of 48" or greater.
3. ISX Cummins or Detroit motor w/ 250,000 to 500,000 miles
4. 10 speed transmission
5. Preferably white in color, but not necessary.
6. Not a rebuild or one that hasn't been involved in any major accidents.
7. Current inspection and service records
8. Will accept bid proposals for Single Axle tractors also

In addition to the specs above, it should be known that the engine and transmission models will need to be checked for any known issues or past performance problems. We would also want the vendor to complete an oil analysis to check the internal condition of the engine, and where applicable perform an inspection before the actual purchase is requested. A warranty of some sort would be a bonus.

**END OF BID SPECIFICATIONS**

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

**REQUEST FOR BID**

**RFB15-12 Class "A" Tractor With Sleeper**

**BID FORM**

**A) Class "A" Tractor With Sleeper:**

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

**B) Bid Deadline**

To be considered for selection, Bids should be mailed or hand delivered to HACC's Procurement Department, Ted Lick Administration Building, Room TL203, One HACC Drive, , Harrisburg, PA, 17110, by 1:00pm on or before September 25, 2014. Bids will be opened immediately following in room TL209. Bids must be in a sealed container, clearly marked "RFB15-12 Class "A" Tractor with Sleeper." Allow time for normal mail delivery to ensure timely receipt of Bids by HACC's Procurement Department. Bids arriving after the deadline will not be considered. All Bids become the property of the College. Alternately, a scanned, hi-resolution, color copy in .pdf format may be emailed to: [procurement@hacc.edu](mailto:procurement@hacc.edu) and must contain RFB15-12, Class "A" Tractor With Sleeper in the subject line.

**C) 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.

**D) Addenda to the RFP**

In the event that it becomes necessary to revise any part of this RFB, 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.

**E) 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**

Bid will be submitted in a sealed container clearly marked with the name of the Bid and labeled "RFB15-12, Class "A" Tractor with Sleeper." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The other copy does not require original signatures. Alternately, a scanned, hi-resolution, color copy in .pdf format may be emailed to: [procurement@hacc.edu](mailto:procurement@hacc.edu) and must contain RFB15-12, Class "A" Tractor With Sleeper in the subject line.

**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 Procurement Network (KPN)
- 7) COSTARS

**H) Vendor Registration:** To all Proposers: Please register your firm's information on HACC's website – go to: <https://vps.hacc.edu/vendorlogin/index.cfm>

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

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

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

\_\_\_\_\_

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

**END OF BID FORM**

**BID CERTIFICATION**

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

Procurement and Contracts, TL203  
Harrisburg Area 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's 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's 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 RFP15-12 Class "A" Tractor With Sleeper 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.)