

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

Request for Bid

RFB15-14 15 Passenger Shuttle Bus

Issued: October 15, 2014

BID DUE DATE: October 29, 2014 by 1:00pm

BID OPENING: October 29, 2014 1:15pm in room TL203

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 15 passenger bus to be used HACC's athletic program. All firms who respond to the RFB will receive notification within one week after the December 2, 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

ACKNOWLEDGMENT FORM

HACC — Central Pennsylvania's Community College

Request for Bid

RFB15-14 15 Passenger Shuttle Bus

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.

Acknowledgement due date is October 24, 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

RFB15-14 15 Passenger Shuttle Bus

Specifications:

1. 2014 Ford E350-158" W/B
2. 12,500 #GVWR
3. 6.8 L Gas EFI – V10
4. 305 HP
5. 5 Speed O/D Automatic transmission
6. 4.10 Rear Axle ration
7. 225-AMO Alternator
8. 650 CCA Battery
9. 40 Gallon fuel tank
10. HD Gas shock absorbers
11. Power 4-wheel disc brakes (ABS)
12. 16 x 6 Steel wheels
13. 5,000# Twin I-beam front axle
14. 8,500# Rear leaf spring
15. Tires LT225/75R 16E, BSW All Season
16. Tilt/cruise
17. Must be able to open windows
18. Warranty

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. HACC reserves the right to test drive vehicle before purchase to determine suitability.

END OF BID SPECIFICATIONS

HACC - Central Pennsylvania's Community College

REQUEST FOR BID

RFB15-14 15 Passenger Shuttle Bus

BID FORM

A) 15 Passenger Shuttle Bus:

Unit Cost: \$ _____ /ea

Warranty: \$ _____ /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 October 29, 2014. Bids will be opened immediately following in room TL203. Bids must be in a sealed container, clearly marked "RFB15-14 15 Passenger Shuttle Bus." 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 (preferred) may be emailed to: procurement@hacc.edu and must contain RFB14-15, 15 Passenger Shuttle Bus 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 Contracts 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 Contracts 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 "RFB15-14, 15 Passenger Shuttle Bus." 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 (preferred) may be emailed to: procurement@hacc.edu and must contain RFB15-14, 15 Passenger Shuttle Bus 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 RFP15-14 15 Passenger Shuttle Bus 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.)