

# **ATTACHMENT A**

**Harrisburg Area  
Community College  
One HACC Drive  
Harrisburg, PA 17110**

## **DUPLICATING SERVICE CONTRACT JULY 1, 2011**

**DUPLICATING SERVICES CONTRACT**  
between

\_\_\_\_\_  
and  
**HARRISBURG AREA COMMUNITY COLLEGE**

This Contract is made between Harrisburg Area Community College (HACC), whose primary address is One HACC Drive, Harrisburg, PA 17110 and \_\_\_\_\_ (Contractor), whose address is \_\_\_\_\_, is made and entered into for the Contractor to provide services as stipulated below on the Terms and Conditions set forth.

1) **Facilities Covered:** All of the below listed HACC locations will be covered under this contract:

- Harrisburg Campus, One HACC Drive, Harrisburg, PA 17110
- Gettysburg Campus, 731 Old Harrisburg Road, Gettysburg, PA 17325
- Lancaster Campus, 1641 Old Philadelphia Pike, Lancaster, PA 17602
- Lebanon Campus, 735 Cumberland Street, Lebanon, PA 17042
- York Campus, 2010 Pennsylvania Avenue, York, PA 174014
- Campus Square Corner of Third Street and Riley Street, 4<sup>th</sup> Floor, Harrisburg, PA 17102
- Midtown I, 1523 North Fourth Street, Harrisburg, PA 17102
- Midtown II, 1500 North 3rd Street, Harrisburg, PA 17101
- Penn Center, Penn Center Three, 349 Wiconisco Street, Harrisburg, 17110

2) **Statement of Work:** The Contractor hereby agrees to furnish and provide appropriate supervision, labor, material, tools and all other items necessary to perform the services herein specified and described in Exhibit "A" to the Duplicating Services Contract.

3) **Purchase Order:** All authorizations for the Contractor's Services will be issued by HACC to the Contractor in the form of a Purchase Order which will incorporate the Contract by reference.

All Purchase Orders issued shall be subject to the Terms and Conditions set forth in this Contract and any special Terms and Conditions which may be included in a Purchase Order; in the event any general terms and conditions provided with a Purchase Order conflict with any Terms and Conditions in the Contract, the Terms and Conditions of this Contract shall prevail.

4) **Term of Contract:** The initial term of this Contract shall be two (2) years, commencing July 1, 2011 and ending June 30, 2013 unless terminated earlier as set forth in this Contract. Harrisburg Area Community College reserves the option to renew this contract on a year to year basis, up to an additional three years.

5) **Payment Terms and Changes:** The payment for services to be provided by the Contractor will be detailed in the assigned purchase order and paid within thirty (30) days. All invoices must be mailed to Accounts Payable Department, at One HACC Drive, Harrisburg, PA 17110.

Invoices must be descriptively itemized and must clearly indicate the applicable HACC Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at the time of project completion before payment can be authorized.

Invoices are to be billed bi-weekly. One invoice for each compiled like referenced PO. I.E., all jobs containing PB120001 are to be on one invoice. Those jobs not referencing a PO are to be on separate billing.

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- 6) **Indemnification:** The Contractor shall hold Harrisburg Area Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this Contractor from the conduct or actions of any persons provided by the Contractor for performance of this Contract and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this Contract.
- 7) **Insurance:** The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name Harrisburg Area Community College as additional insured. Certificates of such insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work.
- Pennsylvania Law requires that the Contractor shall provide statutory worker's compensation insurance for employees. The Contractor shall also require the same insurance when the work is to be performed by a subcontractor. Certificates of such insurance shall be filed with the Harrisburg Area Community College's Director of Purchasing prior to commencing work.
- 8) **Force Majeure:** Neither party to this Contract will be liable to the other for any failure or delay in performance under this Contract due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.
- 9) **Conduct on HACC's Property:** The Contractor shall at all times maintain good order among its employees and persons brought upon HACC's premises. The Contractor shall confine its employees and all other persons who come onto HACC's premises at Contractor's request or for reasons relating to this Contract, and its equipment, to that portion of HACC's premises where the work under this Contract is to be performed, and to roads and gates leading to and from such sites, and to any other area which HACC may designate, and shall comply with all HACC's vehicle and security regulations. The Contractor must be issued ID Badges or sign in an out at the security desk whenever performing work upon HACC's premises.
- 10) **Termination for Default:** HACC may, by written notice to Contractor, terminate the Contract in whole or in part for default if Contractor fails to perform in accordance with any of the requirements of this Contract or any related purchase order or to make sufficient progress as to endanger performance of this Contract or any related purchase order. Any such termination will be at no cost to HACC except for completed Services delivered to and accepted by HACC, prior to said termination, and Contractor shall repay to HACC any progress payments made in excess thereof. Termination hereunder shall not relieve Contractor of performing any un-terminated portion of this Contract or any related purchase order. In the event of termination pursuant hereto, HACC may procure or otherwise obtain, upon such terms and in such manner as HACC may deem appropriate, Services similar to those terminated, and Contractor shall be liable to HACC for any damages arising therefrom, including attorney's fees and excess costs incurred by HACC in obtaining similar services.
- 11) **Termination for Convenience:** HACC may, by written notice to Contractor, terminate all or part of this Contract or any related purchase order for HACC's convenience. Contractor's termination claim Bid shall be based on non-recurring costs not recovered and inventories and materials not usable on other projects, and shall be received by HACC within thirty (30) days of the effective date of termination. HACC shall have the option to verify supporting detail and records of such Bids and negotiate an equitable settlement. No amount for anticipated profit on Services not performed shall be allowed. In no event shall the sum of the negotiated termination adjustment and the amounts paid

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and/or due Contractor for the un-terminated portion of this Contract or resultant purchase order exceed any Contract or purchase order total price. Any termination shall not effect either party's

obligation as to any un-terminated portion of the Contract or related purchase order. Upon receipt of a termination notice, Contractor shall stop work to the extent specified in the notice and take other such action as may be necessary or as HACC may direct to minimize the cost of termination to HACC. In addition, Contractor shall take such actions as may be necessary or as HACC may direct for the transfer, protection, or preservation of property and other rights which become HACC's as a result of termination. Supplier shall promptly refund HACC any payments in excess of the sum of payments due for (a) accepted Services (b) the un-terminated portion of the Contract or any related purchase order, and (c) termination charges hereunder.

12) **Insolvency:** Should Contractor become insolvent, make an assignment for the benefit of creditors, be adjudicated as a bankrupt, admit in writing inability to pay its debts generally as the same become due, or should any proceedings be instituted by Contractor under any State and Federal law for relief of debtors or for the appointment of a receiver, trustee or liquidator of Contractor, or should a petition in bankruptcy or for a reorganization or for an adjunction of Contractor as an insolvent or as a bankrupt be filed, or should an attachment be levied upon Contractor's equipment and not be removed within five (5) days therefrom, then upon the occurrence of any such event, HACC shall thereupon have the right to cancel this Contract and to terminate all Services then being performed by Contractor hereunder.

13) **Rights Upon Orderly Termination:** Upon termination or other expiration of the Contract, or any related Contract made hereunder, each party shall forthwith return to the other all papers, materials, and properties of the other held by such party and required to be returned by this Contract or any such related Contract. In addition, each party will assist the other party in the orderly termination of this Contract and the transfer of all aspects hereof, tangible and intangible, as may be necessary for the orderly, non-disrupted business continuation of each party.

14) **Arbitration:** All disputes between the parties to this Contract arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by HACC, HACC shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one or more arbitrators mutually agreed upon by the parties.

When a written decision of HACC states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in HACC's decision becoming final and binding upon HACC and Contractor.

In responding to a claim brought by a Contractor, HACC shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

15) **Litigation:** In the event that any term of the contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred including court costs and attorney's fees incurred in appellate proceedings.

16) **Assignment or Transfer:** This contract may not be assigned or transferred in whole or in part, without the written permission of HACC's Central Administration Procurement Office, nor may any rights to any monies due or to become due hereunder be assigned. The Contractor(s) is an independent contractor providing services for HACC.

- 17) **Compliance with Laws:** The Contractor agrees that it will comply with all applicable federal, state, county, and local laws, ordinances, rules, regulations, and codes in the performance of this Contract, including the procurement of permits and certificates where needed. The Contractor further agrees to and hereby does indemnify and hold harmless HACC against loss or damage that may be sustained by reason of the failure of the Contractor or its employees or agents to comply with the aforementioned federal, state, county, and local laws, ordinances, regulations, and codes.

This Contract is subject to applicable laws and executive orders relating to equal opportunity and nondiscrimination in employment. Neither Contractor nor its agents or subcontractors shall discriminate in its employment practices against any person by reason of handicap, race, religion, color, sex, or national origin. The Contractor agrees to comply, and to cause its agents and subcontractors to comply, with the provisions of said laws and orders (including without limitation the provisions of the Americans with Disabilities Act of 1990), as well as other laws and orders relating to the employment of the handicapped, the employment of veterans, and the use of minority business enterprises, to the extent any such laws and others are applicable in the performance of work or furnishing or services, materials or supplies hereunder. For this purpose, the provisions of such laws and orders and pertinent regulations issued thereunder shall be deemed an integral part of this Contract to the same extent as if written at length herein.

- 18) **Equal Opportunity and Non-Discrimination:** Harrisburg Area Community College is committed to providing opportunities for woman and minority owned businesses. Harrisburg Area Community College encourages WMBE's to participate in the bidding process but does not grant special status to WMBE's when making procurement decisions. Harrisburg Area Community College is committed to non-discrimination and equal employment opportunity. Harrisburg Area Community College will not knowingly contract with any firm that is not an equal opportunity employer.
- 19) **Right To Audit:** HACC and appropriate designated representatives reserve the right to audit HACC account records and other financial records of the Contractor, as they pertain to HACC. Auditors selected by HACC shall perform such audits.
- 20) **Criminal Background Check:** The Contractor will conduct a thorough criminal background/history check of every employee it intends to assign to work at HACC. The costs associated with conducting such checks will be born by the Contractor.
- 21) **Confidentiality:** The Contractor agrees that all information obtained by or provided to Contractor in carrying out the Services provided for hereunder, including the contents of the Contract, will be maintained in confidence by the Contractor and the Contractor will not publish nor disclose to third persons nor otherwise make use of such confidential information except for the performance of such Services hereunder. This obligation shall not apply with respect to any information (a) which is already in the possession of the Contractor prior to acquiring the information hereunder, (b) which is or becomes in the public domain through no fault of either party, or (c) which is rightfully obtained on a non-confidential basis from a third party.
- 22) **Independent Contractor:** HACC and Contractor intend that an independent contractor's relationship shall be created by this Contract and neither herein shall be construed as creating an employer / employee relationship. Contractor shall be solely responsible for the payment of wages, salaries and other amounts due its employees in connection with this Contract and shall be responsible for all reports and obligations related to Social Security, income taxes, unemployment and other withholding taxes, Workers Compensation and similar matters.
- 23) **Paragraph Headings:** All paragraph headings used are for the convenience of the parties only and shall not be considered a part of this Contract nor used to interpret or construe the intent of the parties hereunder.

- 24) **Advertising or Publicity:** Neither HACC nor the Contractor shall use the name of the other in publicity releases or advertising without securing the prior written consent of the other, provided, however, that the Contractor may refer to HACC in any list of its customers.
- 25) **Non-Waiver:** No term or provision of this Contract shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether express or implied, shall constitute a consent to, waive of, or excuse for any different or subsequent breach or default.
- 26) **Serverability:** If any provision of the Contract is in conflict with any statute or rule of law or may be determined by a court of competent jurisdiction to be illegal or unenforceable, then such provision will be deemed inoperative to the extent that it may conflict therewith or be illegal or unenforceable, and each provision not so affected will be enforced to the full extent provided by law.
- 27) **Governing Law:** The terms and conditions herein constitute the sole and entire Contract among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this Contract.
- 28) **Entire Contract:** This Contract and all resultant purchase orders, supplements, attachments, and incorporations constitute Contract and Contract between HACC and the Contractor. No conversations, understandings, or Contracts varying, extending, or affecting in any way the terms or provisions of this Contract will be binding on either party unless reduced to writing and duly executed by an authorized representative of each party.
- 29) **Right-to-Know Law:** In compliance with Pennsylvania’s “Right-to-Know Law”, this purchase order and any associated contracts may be made available for posting on the internet for public access through the PA Treasury subject to provisions of the Law.

IN WITNESS WHEREOF, the undersigned has caused this Contract to be executed as of the day and year indicated on the first page hereof.

\_\_\_\_\_  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Harrisburg Area Community College  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT “A”**

**STATEMENT OF WORK  
to the  
DUPLICATING SERVICES CONTRACT**

I. GENERAL PROVISIONS:

A. PURPOSE

To provide a pickup, production, and delivery service for all copy jobs not produced on our campus convenience copiers.

B. LOCATION

Harrisburg Campus	One HACC Drive, Harrisburg, PA 17110
Gettysburg Campus	731 Old Harrisburg Road, Gettysburg, PA 17325
Lancaster Campus	1641 Old Philadelphia Pike, Lancaster, PA 17602
Lebanon Campus	735 Cumberland Street, Lebanon, PA 17042
York Campus	2010 Pennsylvania Avenue, York, PA 17404
Campus Square	Corner of Third Street and Riley Street, Harrisburg, PA 17102
Midtown I	1523 North Fourth Street, Harrisburg, PA 17102
Midtown II	1500 North 3 <sup>rd</sup> Street, Harrisburg, PA 17102
Penn Center	Penn Center Three, 349 Wiconisco Street, Harrisburg, PA 17110

C. MODIFICATIONS TO THE CONTRACT

In the event that it becomes necessary to revise any part of this Contract, Harrisburg Area Community College Central Administration Procurement Office will provide addenda in writing to CONTRACTOR. No oral statements, explanations, or commitments by whomsoever made, shall be of any effect except as the same are confirmed in writing by the College Central Administration Procurement Office.

Oral communication with any College employee, unit, department, or organization concerning this Contract is not binding on the College and shall in no way modify the Contract or the obligation of the College or the Contractor.

D. COPYRIGHT

This contract shall not entitle the Contractor to use the trademark, logo, seal, or any copyrighted material of Harrisburg Area Community College and its departments without the prior, specific written approval of Harrisburg Area Community College Central Administration Procurement Office.

E. RESPONSE TIME:

The Contractor must respond to any of HACC internal customer’s complaint(s) with four (4) business hours and resolve any issues within twenty-four (24) business hours.

I GENERAL CONTRACTUAL REQUIREMENTS

A. PRICING

Pricing for services are defined in Exhibit “B”: Pricing.

B. SERVICE AND TRANSPORTATION

- The Contractor will assign a driver for pick up and delivery who is knowledgeable about deadlines and work in progress at your facility. For example, if a location must inquire about whether a certain project can be completed within a certain time, the driver would be able to answer knowledgeably.
- Upon request, The Contractor will deliver specific larger volume jobs to additional locations on any Campus or HACC location.
- The Contractor will use their company vehicle to delivery / pick-up all items to the different locations defined in Section B above. College working days are defined Monday through Friday. A holiday schedule will be provided annually.
  - 1) Harrisburg Campus: two deliveries / pick-ups College working day, one at 8:00 a.m., and one at 1:00 p.m. to the mail room located at the College Service Center.
  - 2) Gettysburg Campus: one delivery / pick-up Monday thru Thursday per College working day around 2:00 p.m. to the mail room located in room 101G. Friday pickup and delivery would be before 10:30am.
  - 3) Lancaster Campus: one delivery / pick-up per College working day around 9:00 a.m. to two locations on campus – Main Building room 318 and East Building room 207
  - 4) Lebanon Campus: one delivery / pick-up per College working day around 10:00 a.m. to the Campus mailroom.
  - 5) York Campus: one delivery / pick-up per College working day around 9:00 a.m. to two locations on campus – Leader Room YL108 and Cytex Building Faculty Bay YC100.
  - 6) Campus Square: one delivery / pick-up per College working day around 11:00 a.m. to the copy room 410A
  - 7) Midtown I: one delivery / pick-up per College working day around 11:30 a.m. to the second floor mail room 220D.
  - 8) Midtown II: one delivery / pick-up per College working day around 11:30 a.m. to two locations - room 113 and room 301.
  - 9) Penn Center: two deliveries / pick-ups College working day, one at 8:00 a.m., and one at 2:00 p.m. to the mail room in room 215.

C. STANDARD REQUEST

- Each job will be attached to its own requisition forms (supplied by the Contractor) which will include all pertinent information (requestor’s name, department, phone number, office location, description of job, quantities, due dates, account numbers, purchase order numbers, etc.).

Requisition forms will be produced and supplied by Contractor and will be designed per specifications determined by each Campus.

Forms will be four-part NCR (white-Contractor, yellow-return to requestor with costs, pink-pickup location, gold-requestor upon initiation of project.)



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The College uses an average of 30,000 requisition forms per year. Production and subsequent charges shall be the responsibility of the Contractor.

- The requestor will delivery the job request to the designated areas prior to the scheduled pick-up times defined by each Campus.
- Contractor’s driver will pick up all jobs at each Campus designated areas and designated times.
- Upon completion of job, the Contractor will mark the individual job charges on the return copy of the requisition form (yellow), and will enclose that copy with the completed job, either shrink-wrapped, boxed, or in a confidential envelope.
- The Contractor must include in their duplicating process a “quality control” procedure to eliminate re-work due to poor quality or work being incorrect.
- Requestors will pick up their completed jobs at each College designated area.
- For large jobs delivery may be requested to individual office locations on campus.

**D. ELECTRONIC REQUEST**

- Job requests can be transmitted electronically via the Contractor’s website.
- Each requestor is assigned their own logon and password.
- Assign a tracking number to electronic submittal allowing the requestor to track the status on their own order.
- Job requests can be electronically submitted, but not limited to, the following formats: TIFF, JPEG, Word Doc, and PDF.
- The completed electronic form shows a pictorial color view of the job being submitted.
- Before electronic submittal, form shows cost of job.
- The internet site must be a “https” secure connection.
- Ability to recall, change and re-enter any old jobs that were previously run for submittal.
- Jobs submitted by 5:00PM on a business day must be delivered the following business day.
- Upon completion of job, the Contractor will mark the individual job charges on the return copy of the electronic request, and will enclose that copy with the completed job, either shrink-wrapped, boxed, or in a confidential envelope.
- The Contractor must include in their duplicating process a “quality control” procedure to eliminate re-work due to poor quality or work being incorrect.
- Requestors will pick up their completed jobs at each College designated area.
- For large jobs delivery may be requested to individual office locations on campus.
- Training must be provided to all requestors at all Campuses and locations defined in this agreement.

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E. SENSITIVE/CONFIDENTIAL REQUEST (unpublished financial reports, academic tests, questionnaires, etc.)

- Sensitive jobs will be delivered to the designated location at each Campus in sealed envelopes with the standard requisition form filled out, stamped, and processed as usual.
- The Requestor will fill out a Confidential Job Pick-Up Label and seal the envelope with this label.
- Confidential Job Pick-Up Labels will be produced and supplied by the Contractor, and will be designed per specifications determined by each Campus location. Labels will be approximately 5 ½ x 8 ½ inches in size, on a crack-and-peel stock. Colors will be orange for pick-ups.
- The College uses approximately 2,000 pick-up labels per year. Production and charges shall be the responsibility of the Contractor.
- The confidential job will be held in a secure area until picked up by the Contractor's driver.
- Upon completion of the job, the Contractor will re-seal the project in an envelope or box, and will seal it with a Confidential Job Delivery Label.
- Confidential Job Delivery Labels will be produced and supplied by the Contractor, and will be designed per specifications determined by each Campus location. Labels will be approximately 5 ½ x 8 ½ inches in size, on a crack-and-peel stock. Colors will be: orange for pick-ups and yellow for deliveries.
- The College uses approximately 2,000 delivery labels per year. Production and charges shall be the responsibility of the Contractor.
- Upon delivery and standard processing of the confidential job, each delivery location staff member will hold the job in a secure area until the requestor picks it up.
- The Contractor certifies that their facility will make every reasonable effort to safeguard HACC testing/confidential materials.
- The Contractor driver may not open sealed materials. Jobs will be opened and re-sealed by a full time Contractor employee.
- Job is signed for by operator and run in enclosed secured Production area.
- Operator inspects documents for quality and packages output.
- Any unacceptable output is submitted to production manager for shredding and returned to HACC.
- The Contractor is responsible to assure all their personnel are capable to handle sensitive documents, and their abilities to appropriately process such documents.

F. TYPES OF JOBS:

Copy jobs will generally consist of no less than 50 black and white impressions per job (example: request for 50 copies of a 1 page document / or 25 copies of a two page document), but can total several thousand copies per job. Color jobs will generally consist of no less than 25 color impressions per job (example: request for 25 copies of a 1 page document / or 13 copies of a two

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page document). The majority of copy jobs require 24-hour turn-around. Typical urgent jobs require same-day turn-around. Extremely high volume copy jobs (booklets, etc.) typically require turn-around in 4 days.

- Unless otherwise specified, 20# paper will be used
- Black print on 20# white paper
- Black print on 20# color paper
- Color print on 20# white paper
- Booklets
- Nursing Catalogs

Nursing packets can have multiply copies of specific pages/packet and contain approx 250-275 pages, each page with specific instructions - stapling, single sided and/ or double sided copying, colored paper, card stock, 1/2 sheets of cardstock, lamination, 3 hole punch, shrink wrapping, landscape printing, portrait printing, spiral bound "tool" and has a clear plastic cover on both the front and back - all within same packet. Each packet must be individually shrink wrapped. Order approximately 3000-4000 packets per year for the Fall, Winter, Spring, and Summer semester.

- Course Syllabus:

Spiral bound is usually around 20 pages. The rest of the materials in the packets are individual sheets or multi-page documents, some only have 1 copy in the packet and others have multiple copies (of the forms students need to complete) included. There are typically 2 or 3 double sided laminated cards in each packet as well.

- Set of Notes or Outline Guides –

a) Lebanon Campus - in each semester we also require the printer to print off 24-72 set of notes (depending on the number of sections being taught) for the BIOL100, BIOL111, BIOL121, BIOL122, BIOL221, CHEM100, ENGL001, ENGL002, ENGL003, ENGL051, ENGL101, ENGL102. These notes are done through power point and are typically provide the originals on a CD with step by step instructions on how the finished document should be printed. They are usually around 700-800 pages in length with a cover sheet. Each set must be individually shrink wrapped so they can be sold to the students in the bookstore.

- Power Point Presentations:

On occasion there will also be multiple power points that are printed off for our nursing students and sold through the bookstore. These are typically done front to back and are anywhere from 30-50 pages in length. Each set must be individually shrink wrapped so they can be sold to the students in the bookstore.

- Nursing Tools - Double sided copies with laminated colored card stock front and back covers and plastic coil binding (Gettysburg).

#### G. BILLING

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The payment for services to be provided by the Contractor will be detailed in the assigned purchase order and paid within thirty (30) days. All invoices must be mailed to Accounts Payable Department, at One HACC Drive, Harrisburg, PA 17110.

Invoices must be descriptively itemized and must clearly indicate the applicable HACC Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at the time of project completion before payment can be authorized.

Invoices are to be billed bi-weekly. One invoice for each compiled like referenced PO. I.E., all jobs containing PB120001 are to be on one invoice. Those jobs not referencing a PO are to be on separate billing.

H. ADDITIONAL OPTIONS

1. The Contractor offers a special discount to the faculty, staff, and students of HACC on their personal duplicating needs of \_\_%
  - a. For example, if a student independently brings items to your facility, the Contractor's special discount off of list price to the individual will be \_\_%.

**EXHIBIT "B"**

**PRICING  
to the  
DUPLICATING SERVICES CONTRACT**