



DODGE CITY
COMMUNITY COLLEGE

P: 620.225.1321
T: 800.367.3222

E: about@dc3.edu
dc3.edu

2501 N. 14th Ave.
Dodge City, KS 67801

March 30, 2019

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES.**

We would like to see them submitted with two alternant leasing options:

Alternant Option One: (5 Year Lease)

Alternant Option Two (7 Year Lease)

To meet the deadline for receipt of proposals set forth below, you may also email bids to stores@dc3.edu by **12:00 pm Monday, May 7, 2019.**

If you have questions, suggestions, and proposals please see contact information in the specifications sheet for **Dr. Glendon Forgey, Vice President of Operations & Finance/Chief Financial Officer**, unless otherwise specified.

Deadlines:

Pre-Closing Date conference @ 9:00AM Ford County Conference Room	April 9, 2019
Bid receipt deadline	May 7, 2019 by 12:00 PM
Bid opening @ 10:00AM Ford County Conference Room	May 8, 2019
Board of Trustees Meeting	May 28, 2019
Notification of successful bidder (Pending BOT Approval)	May 29, 2019

Please allow for the length of time it may take to send your bid through the USPS to meet the deadline for the bids.

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 19-007, DCCC information for BID# 19-007, and Business Reply Label for BID# 19-007
(Please mark with your return address)

Please include a business card with updated contact information in the packet.



DODGE CITY
COMMUNITY COLLEGE

P: 620.225.1321
T: 800.367.3222

E: about@dc3.edu
dc3.edu

2501 N. 14th Ave.
Dodge City, KS 67801

Dodge City Community College is soliciting proposals for Beverage Dispensing Equipment Multi-Year Lease and Related Services. We would like to see them submitted with two alternant leasing options:

Alternant Option One: (5 Year Lease)/Alternant Option Two (7 Year Lease)

Proposals must remain firm for no less than sixty (60) days from the date the proposals are opened.

An officer of the company making the proposal must sign all proposals.

The Dodge City Community College Board of Trustees reserves the right to accept or reject all or any part of any proposal any proposal submitted, in the opinion of College personnel and the Board of Trustees, best meets the needs of the College and may need to request additional information.

Whenever the college lets bids for the purchase of goods or services, and the low bid is submitted by a bidder domiciled outside the college's taxing district, a bidder domiciled inside the college's taxing district may be deemed the preferred bidder and awarded the bid if:

1. The quality, suitability, and usability of the goods or services are equal and fully comply with minimum bid specifications, and the vendor has the capability to adequately service the product; and
2. The amount of the bid of the bidder domiciled within the college's taxing district is not more than 5% greater than the amount of the low bid if the low bid is under \$10,000, or not more than 3% greater than the amount of the low bid if the low bid is greater than \$10,000; and
3. The bidder domiciled inside the colleges' taxing district agrees to accept a contract (purchase order) for the bid items, for an amount equal to the amount of the lowest acceptable bid.

Thank you for your consideration and time.

Sincerely,

Glendon Forgey, Ed.D.
Vice President of Administration and Finance/Chief Financial Officer

Contact **Glendon Forgey** with questions or for additional information.

Glendon Forgey, Ed.D.
Vice President of Operations & Finance/CFO
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 227-9210
Email: gforgey@dc3.edu

Notification of the successful bidder will be announced after the May 29, 2019 DC3 Board of Trustees Meeting. Please keep make allowances for the length of time it may take to send your bid through the USPS to make the deadline for the bids.



DODGE CITY
COMMUNITY COLLEGE

P: 620.225.1321
T: 800.367.3222

E: about@dc3.edu
dc3.edu

2501 N. 14th Ave.
Dodge City, KS 67801

REQUEST FOR PROPOSAL BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES

Vendors should submit one (1) original and three (3) copies of Vendor's Proposal of each alternant leasing options in sealed envelopes or packages. The outside of the envelopes or packages must be labeled with the Vendor's name and address and clearly marked **BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES**.

The Board of Trustees (the "Board") of Dodge City Community College, Dodge City, Kansas (the "College"), a body corporate and politic duly created, organized by the College and the District and existing under the laws of the State of Kansas (the "Authority") is seeking sealed proposals for the goods and services described in Appendix A to this Request that are expected to be required by the College during the term of the Services Agreement as described in this Request for Proposals.

Information may be obtained from Dr. Glendon Forgey, Vice President of Administration and Finance, Dodge City Community College as indicated on the Cover Page of this Request for Proposals. Proposals should be sealed and marked "**BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES**" and be delivered prior to the Closing Time on the Closing Date specified on the Cover Page of this Request. At the Closing Time on the Closing Date, the Proposals submitted will be publicly opened.

Proposals received subsequent to the Closing Time on the Closing Date will not be considered. The college reserves the right to reject any or all Proposals.

Please note that Proposals will not be returned and once submitted are the property of the College.

Definitions

The term "Proposal" used herein refers to a proposal submitted by a prospective Vendor in response to this Request for Proposals. The term "Vendor" refers to a patty that proposes to provide goods or services to the College as set forth in a Vendor's Proposal.

Proposal Instructions

Proposals must be submitted on 8-1/2" by 11" paper, with all pages numbered inclusive of tables, appendices and other included materials and contain a complete description of all goods or services a Vendor proposes to provide in response to this Request for Proposals and **all copies must be signed** by an authorized officer of the Vendor or other person legally authorized to execute agreements on the Vendor's behalf. Failure to manually sign the Proposal or any related certificate or document required by this Request for Proposals may result in rejection of the Proposal.

Vendors are advised to examine thoroughly the specifications, schedules, instructions, and all other materials included as part of this Request for Proposals and to conduct such investigations and make such inquiries as Vendor considers

necessary to respond to this Request for Proposals and to be familiar with matters which may affect the terms of the Vendor's Proposal.

The Vendor shall provide the required number of copies of the Proposal as specified in the Request for Proposals. On each copy, the authorized officer or representative of the Vendor must print or type their name and manually sign the Proposal.

The Proposal must be organized in the sequence and format requested. Vendors should provide carefully considered responses to the matters described herein. Proposals will be evaluated with regard to the adequacy, accuracy and completeness of the response to this Request for Proposals. The terms of the Proposal accepted by the Board will be incorporated by reference in the successful Vendor's contract.

All contracts and agreements incident to this Request for Proposals are subject to the approval of the Dodge City Community College Board of Trustees and legal counsel and shall be governed and construed in accordance with Kansas law, without regard to the conflicts of laws principles thereof.

Pre-Closing Date Conference

A Pre-Closing Date conference will be conducted on, **Tuesday April 9, 2019, in the Ford County Conference Room of the Student Union from 9:00 - 10:00 am**, to provide all prospective Vendors an opportunity to pose questions or provide comments regarding this Request for Proposals. Prospective Vendors and their representatives should familiarize themselves with the terms and provisions of this Request prior to the Pre-Closing Date Conference. All prospective Vendors are encouraged to attend.

Submission of Proposals

Sealed Proposals must be submitted in response to this Request on or before the Closing Date and Time and at the address set forth on the cover page of this Request for Proposals. Proposals submitted by fax will not be accepted.

The original and all copies of the Proposal must be signed by an officer, partner, member or other individual authorized to execute the bid on behalf of the Vendor.

Proposals may be withdrawn prior to, but not after, the Closing Time on the Closing Date. Proposals received after the Closing Time on the Closing Date will be returned to the Vendor unopened and will not be considered.

Proposals submitted must remain valid and open for acceptance by the College for a minimum of 60 days after the Closing Date.

Retention of Proposal Documentation

All materials and supporting documentation submitted in response to this Request for Proposals shall become permanent property of the College.

Competitive Proposals; Negotiation of Terms

Proposals will be opened and reviewed at the previously specified time and place stated in the deadlines; in a manner to

avoid disclosure of a Vendor's Proposal to competing vendors, and the provisions thereof will be kept confidential during review by the college administrative personnel. However, all Proposals shall be made available (by request) for public inspection after the College accept a Proposal submitted pursuant to this Request for Proposals. Any materials constituting trade secrets or otherwise confidential information included with Vendor's Proposal shall be clearly marked "CONFIDENTIAL" and shall be submitted in a manner permitting it to be redacted or otherwise protected from disclosure consistent with the provisions of the Kansas Open Records Act.

Negotiations may be conducted by the College with responsible Vendors that submit Proposals which are determined by the College to be reasonably susceptible of being selected for award. All vendors will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of Proposals. Revisions to Proposals may be permitted after submission and before award for the purpose of obtaining best and final Proposals as determined by the college.

- (a) Any oral negotiations must be confirmed in writing prior to award.
- (b) Award of a contract for the goods or services requested may be made by the Board without negotiation of proposals with any Vendor.
- (c) Additional cost or pricing data may be required to be submitted during the process of any negotiations that may be conducted after receipt of Proposals and prior to award of a contract.
- (d) The Board reserves the right to contact any Vendor at any time subsequent to the Closing Date but prior to award of a contract pursuant to this Request for Proposals in order to clarify, verify or to request additional information regarding the contents of any Vendor's Proposal.

Prohibited Contractual Provisions

Provisions described below are not acceptable and Proposals conditioned upon such provisions will be considered non-conforming and will not be considered by the Board:

- (a) Multi-year contract term provisions which do not include an annual right of termination in accordance with the Kansas cash basis law.
- (b) Provisions which would obligate the College to indemnify other parties;
- (c) Provisions which would obligate the College to submit disputes to binding arbitration;
- (d) Provisions which would obligate the College to pay another party's legal fees and expenses;
- (e) Provisions under which the laws of a state other than Kansas would govern the construction, interpretation or enforcement of any agreement incident to this Request for Proposals; and
- (f) Provisions which would impose a choice of forum other than the Kansas District Court in Ford County, Kansas for resolution of disputes.

Severability

In the event any one or more of the provisions contained herein shall, for any reason, be determined to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof or of the contract awarded in connection with this Request for Proposals and this Request for Proposals or the contract shall be construed as if such invalid, illegal or unenforceable provision were not contained herein or therein.

Appendices

The Appendices to this Request for Proposals, and the information contained therein, are integral and essential parts of this Request and should be read and considered in conjunction with the other confirmation, requirements and specifications set forth herein.

Acceptance of Proposal

The College will accept a Proposal submitted by a responsive and responsible Vendor which, in the judgment and discretion of the College's Board will best provide the requested goods and services described in this Request for Proposals. The decision of each party's governing body will be based on its assessment and evaluation of the Proposals submitted in accordance with this Request taking into consideration such Vendor's business reputation, references, the quality of the goods and services described in the Proposal and other factors described herein and, may not be based solely and only on the lowest price offered for the requested goods or services.

The costs to the college described in the Proposal, the financial responsibility of the Vendor and the Vendor's ability to perform its obligations as described in this Request for Proposals and the Vendor's Proposal are primary concerns to be considered by the Board in awarding a contract.

Upon acceptance by the Board, the terms and provisions of the successful Vendor's Proposal shall be deemed an agreement in principle and in accordance with the provisions of this Request for Proposals pending execution by the parties of a definitive agreement setting forth the terms under which the goods or services shall be provided by the successful Vendor.

The Board reserves the right to accept any item or group of items offered, unless a Vendor's Proposal is qualified by specific limitations.

The Board reserves the right to reject any and all Proposals submitted in response to this Request, the right to waive minor informalities or irregularities in any such Proposal and the right to negotiate separately with any Vendor with respect to any manner necessary to serve the best interests of the College as determined by the Board in its sole discretion. The Board will not pay for any information solicited or obtained through any response.

CERTIFICATIONS

Certifications and Agreements: By submitting a Proposal in response to this Request for Proposal:

Vendor certifies that Vendor is a corporation, limited liability company, partnership or other business entity qualified and authorized to do business in the State of Kansas, that Vendor has not applied for or consented to the appointment of, or the taking of possession by, a receiver, custodian, trustee or liquidator of the Vendor or of all or any substantial part of its property, has not commenced a voluntary case under the United States Bankruptcy Code (as now or hereafter in effect), or filed a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up or composition or adjustment of debts.

Vendor further certifies that it does not owe any delinquent taxes with respect to any property, real or personal, owned or leased by Vendor within Kansas.

Vendor warrants that all applicable patents, copyrights, trademarks, trade names, service marks, licenses or other agreements material to Vendor's Proposal are valid, enforceable and that Vendor is in full compliance with the terms and provisions thereof which are binding on the Vendor and Vendor agrees to indemnify and hold the college whole and harmless from and against any claim, cause of action, loss or liability of any kind or character arising out of or in connection with Vendor's use of any intellectual property, license or other agreement, including the college's reasonable attorney's fees.

The terms and provisions of Vendor's Proposal shall be subject to acceptance by the Board for a period of sixty (60) days from and after the Closing Date, or for such other period as may be specified in Vendor's Proposal, whichever is longer.

Certification Statement:

Each Proposal submitted in response to this Request shall be accompanied by the following certificate, without modification, signed on behalf of the Vendor by its Authorized Representative and dated on or before the Closing Date:

CERTIFICATION STATEMENT

I, the undersigned, hereby certify that I am authorized to execute this Certification Statement for and on behalf of the Vendor identified below, that I have read and understand the terms and provisions of the Request for Proposals to which Vendor's Proposal is responsive, that Vendor's Proposal submitted in response to such Request for Proposals constitutes a firm proposal and commitment by Vendor to provide the goods and services described in said Proposal for the prices and costs set forth therein and available for acceptance by the college.

I certify that Vendor is qualified to submit this Proposal and that this Proposal complies in all respects with the specifications, terms, provisions and requirements set forth in said Request for Proposals and that such Proposal may be accepted in reliance upon this Certification, without reservation or qualification except as specifically set forth herein.

Legal Name of Vendor: _____

Authorized Representative's Signature: _____

Typed Name: _____

Representative's Title: _____

Representative's Email Address: _____

Date: _____

APPENDIX
DESCRIPTION OF BEVERAGE DISPENSING EQUIPMENT
AND
RELATED SERVICES SUBJECT TO THIS
REQUEST FOR PROPOSAL BID# 19-007

This Request for Proposal solicits proposals from qualified Vendors for a Multi-Year lease of equipment necessary and suitable for dispensing soft drinks, as well as other beverages defined as follows in all established retail, vending, and food service locations of the College including but not limited to the following:

- Carbonated beverages, nonalcoholic: bottled, canned, and/or post-mix
- Soft Drinks: bottled, canned, and/or post-mix
- Drinks, fruit: bottled, canned, and/or post-mix
- Lemonade: bottled, canned, and/or post-mix
- Mineral water, carbonated: bottled, canned, and/or post-mix
- Water, pasteurized: bottled, canned, and/or post-mix
- Tea, iced: bottled, canned, and/or post-mix
- Sports drinks: bottled, canned, and/or post-mix
- Energy drinks: bottled, canned, and/or post-mix
- Ginger ale: bottled, canned, and/or post-mix (optional)

Vendors are welcome to add additional beverage options in their response. Ultimately, the agreed upon list of beverages will be specified in the contract. There are no categories other than alcohol that are intentionally excluded.

Such equipment shall consist of: (1) full service vending machines ("Vending Machines") (Note: card readers are preferred in supplied vending machines), and (2) retail single-serve food service equipment ("Retail Equipment"), and (3) fountain service equipment ("Fountain Equipment") which equipment shall be owned by Leaser and leased to the college pursuant to an Equipment Lease and Services Agreement substantially in the form set forth in Appendix B to the Request for Proposals or as the same may be modified and amended by mutual agreement of the college and the successful Vendor.

Each Vendor must submit a beverage dispensing equipment lease and services plan including, at a minimum, the following:

1. Identify specific equipment to address the requirements set forth above. Descriptions should include ENERGY STAR ratings and debit/credit card reader and low power mode availability.
2. Specific sales and revenue objectives for each product and distribution method (Vending Machines, Retail Equipment and Fountain Equipment).
3. The costs of the product to the College for each product and distribution method.
4. The schedule for stocking the machines including addressing times when school is not in session.
5. Vendor's plan for cooperating with or not cooperating with the food service vendors of the college [Great Western Dining].
6. The process for addressing machine malfunctions, to include response time for service requests.
7. The procedure for obtaining refunds due to equipment malfunctions or damaged/sub-standard products. Include provisions for a change fund/deposit for refunds.
8. Identify by objective standards the anticipated benefits of the plan to the college and clearly measure anticipated benefits to the college in the form of a potential up front signing bonus payment, annual payments, ongoing compensation in the form of periodic rebates, volume incentives, commissions and other benefits such as donation to college athletics and other college organizations.
9. Identify reporting commitments including commission sales reports and product and location sales reports.

The college shall select the Vendor whose proposal and oral presentation if requested, demonstrate to the college the clear capability to best fulfill the purposes of this Request for Proposal and that will provide clear and apparent benefits to the college compared with the proposals for other prospective.

The college reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of the college. This Request for Proposals shall not obligate the college to award a contract for the requested equipment lease and related services and they reserve the right to withdraw or modify this Request in their discretion.



March 30, 2019

To Whom It May Concern:

Enclosed you will find a copy of bidding instructions and specifications for Dodge City Community College. The Board of Trustees of Dodge City Community College requests that you submit a bid on such services as you may handle on this list.

The attached bid proposal form has been prepared in duplicate. This form must be signed and submitted with your bid. The second copy is for your use. In the event you do not wish to bid, please submit a formal "NO BID" in order to insure your company's name remaining on the active bidder list.

BID NO.: 19-007 BID TITLE: RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES

Deadline to receive bids: **12:00 PM Tuesday, May 7, 2019.**

NOTE: ALL AWARDS MADE AS THE RESULT OF THIS BID SHALL CONFORM TO ALL APPLICABLE KANSAS STATUTES.

INSTRUCTION TO BIDDERS

1. **RETURN ONE COPY OF BID ONLY:** bid proposal will be submitted in the enclosed envelope and sealed. In the event that the enclosed envelope will not hold all the materials necessary for the completion of this bid, the face of the envelope submitted shall contain the same information that is on the enclosed envelope.
2. **EXECUTION OF BID:** your bid must contain a manual signature of an authorized representative of your firm in the space provided.
3. **FEES QUOTED FOR SERVICES:** Submit fees for all audit services; all work shall be done by the accounting firm.
4. **BID DATE AND TIME:** Sealed bids must be received in room 107 of the Administration Building on the Dodge City Community College campus by **12:00 pm, Tuesday, May 7, 2019.** Unless requested by Dodge City Community College, submission of bid via email must have prior approval from Centrals Stores/Purchasing Office. If approved, please email bids to stores@dc3.edu by **12:00 pm.** All bids received after that time shall be returned unopened or deleted. The opening of bids will be at **10:00 am, Wednesday, May 8, 2019, in the Ford County Room of the Student Union.** This will be for tabulation purposes only. The awarding of bids will be made at a later date after formal action by the Board of Trustees.
5. **AWARDING CONTRACTS:** as the best interest of the College may require, the Board of Trustees reserves the right to reject any or all bids in whole or in part and to waive any technicality in bids received. Fees must be shown and the Board may accept any bid. Since the date of delivery may be a factor in the awarding of bids, it is necessary that the bidder indicate the length of time that would be required by his company to make delivery if awarded the contract. A "Purchase Order", when furnished to the successful bidder, shall result in a binding contract without further action by either party providing the bidder delivers their services within the specified time frame.
6. **PAYMENT:** payment will be made by the College after services awarded the vendor have been completed.

7. **NO BID:** if no bid is being submitted, please mark page 1 “NO BID”, sign and return to the College. Bidder shall indicate reason for “NO BID” on bid sheets.

SPECIAL CONDITIONS

Any or all of the special conditions that may vary from the preceding general conditions shall have precedence.

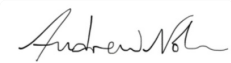
Dodge City Community College is subject to the Cash-Basis Law (K.S.A. 10-1101 et seq.). This agreement is subject to the provisions of the Cash-Basis Law. Dodge City Community College is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the College's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Please pay careful attention to K.S.A. 10-1116b regarding the conditions required for multi-year leasing agreements.

Any questions concerning conditions and specifications should be submitted to:

Glendon Forgey, Ed.D.
Vice President of Operations & Finance/CFO
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 227-9210
Email: gforgey@dc3.edu

Sincerely,



Andrew Nolan
Purchasing Office
Dodge City Community College



PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. 19-007

PROPOSAL FOR: RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES

- 1.01 **BASE BID:** The undersigned, having familiarized himself with conditions and specifications, and having carefully examined and having fully understood the Bid Documents, hereby affirms and agrees to enter into contract for **BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES.**
- 1.02 **TERMS AND CONDITIONS:** The undersigned hereby acknowledges the terms and conditions of this Contract as specified herein, and agrees to abide by such terms and conditions in the fulfillment of the Contract, if awarded the bid.
- 1.03 **NON-COLLUSION AFFIDAVIT:** The undersigned certifies that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder, that he is competing in his own interest and in his own behalf without connection with or obligation to any undisclosed person, and has made his own examination and estimates and there from presents this bid.

Please sign and return with specification sheet.

Signature _____

Contact Phone Number _____



PROPOSAL

THIS COPY FOR YOUR RECORDS

Date: _____

Company Name: _____ Bid No. 19-007

PROPOSAL FOR: RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES

- 1.01 **BASE BID:** The undersigned, having familiarized himself with conditions and specifications, and having carefully examined and having fully understood the Bid Documents, hereby affirms and agrees to enter into contract for **BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE & RELATED SERVICES.**
- 1.02 **TERMS AND CONDITIONS:** The undersigned hereby acknowledges the terms and conditions of this Contract as specified herein, and agrees to abide by such terms and conditions in the fulfillment of the Contract, if awarded the bid.
- 1.03 **NON-COLLUSION AFFIDAVIT:** The undersigned certifies that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder, that he is competing in his own interest and in his own behalf without connection with or obligation to any undisclosed person, and has made his own examination and estimates and there from presents this bid.

Please sign and keep for your records.

Signature _____

Contact Phone Number _____



DODGE CITY
COMMUNITY COLLEGE

P: 620.225.1321
T: 800.367.3222

E: about@dc3.edu
dc3.edu

2501 N. 14th Ave.
Dodge City, KS 67801

All submissions must be in sealed envelopes.
Proposals not in sealed envelopes will be rejected.

Please affix the Business Reply label below with the project identification information showing

If not using this label you MUST include this information on the outside of the envelope.

Clearly print your return information.

**DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
(BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE &
RELATED SERVICES)**

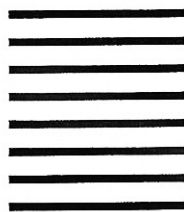
Clearly print your return information.

Detach and affix to the outside of return envelope.

BUSINESS REPLY LABEL
FIRST CLASS MAIL PERMIT NO. 225 DODGE CITY, KS



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



POSTAGE WILL BE PAID BY THE ADDRESSEE



DODGE CITY
COMMUNITY COLLEGE

2501 North 14th Avenue • Dodge City, KS • 67801-9987



**DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
(BID# 19-007 RFP DC3 BEVERAGE DISPENSING EQUIPMENT MULTI-YEAR LEASE &
RELATED SERVICES)**