



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

June 23, 2020

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 21-003 DC3 Tech Classroom Furniture**. We are looking for new tables and chairs for our Technical Program classrooms to be based on the minimum specifications below.

If you have questions please see contact information in the specifications sheet for **Dr. Clayton Tatro, Vice President of Workforce Development**.

Deadlines:

Bid Out	June 23, 2020
Bid receipt deadline	July 13, 2020 by 4:00 PM
Bid opening @ 10:30 AM Ford County Conference Room	July 14, 2020
Board of Trustees Meeting	July 28, 2020
Notification of successful bidder (Pending BOT Approval)	July 29, 2020

You may also submit bids by email to stores@dc3.edu by 4:00 PM **Tuesday, July 13, 2020**.

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 21-003, DCCC information for BID# 21-003
and Business Reply Label for BID# 21-003 (*Please mark with your return address*)

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



Minimum Specifications for Bid

Qty	Part #	Description	Cost Per Item	Extended Cost
11	HMT1860E .N\$(L1STD).N.S	Huddle 18"x60" Table Top w/T-Mold, Mahogany		
40	HMT1872E .N\$(L1STD).N.S	Huddle 18"x72" Table Top w/T-Mold, Mahogany		
51	HMBTLEG18 .C\$(CORE).P	Huddle Fixed Height T Leg Base for 18" Top, Soft Casters (for use on Tile), Black Paint		
100	H5721 .S\$(1).UR19.T	HON Volt 5700 Task Chair, Soft Casters (for use on Tile), Arms, Contourett Vinyl Grey/Graphite		
			<u>Educational Discount</u>	
			<u>Shipping & Install</u>	
			<u>Grand Total</u>	

All items specified are preferred, but if unable to quote for item specified, vender can with notation, include a substitute for an equivalent item

Other Bid Specifications and Conditions:

1. All bid quotations to be valid for ninety (90) days.
2. DCCC reserves the right to split up the items to different vendors.
3. Please note any bid specification exceptions.
4. Items should be available within thirty (30) days of issuance of Purchase Order.
5. Provide descriptive literature relating to bids submitted.
6. Include freight costs for on campus delivery on a separate line.
7. Dodge City Community College is a **tax-exempt entity**.
8. If additional information is required, please contact **Dr. Clayton Tatro, Vice President of Workforce Development**.

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

If sending bids as an email, please bids to stores@dc3.edu

Contact **Dr. Clayton Tatro** with questions or for additional information.

Dr. Clayton Tatro
Vice President of Workforce Development
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 227-9269
Email: ctatro@dc3.edu

Notification of the successful bidder will be announced after the July 28, 2020 DC3 Board of Trustees Meeting (Pending BOT Approval).



June 23, 2020

To Whom It May Concern:

Enclosed you will find a copy of bidding instructions and two alternant specifications for Dodge City Community College. The Board of Trustees of Dodge City Community College requests that you submit a bid on such items as you may handle on this list. You are permitted to bid on any or all items.

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.: **21-003** BID TITLE: **DC3 Tech Classroom Furniture**

Deadline to receive bids: **4:00 PM Tuesday, July 13, 2020.**

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. In the case of emailed bids requests to vendors return postage will be supplied.
2. **EXECUTION OF BID:** your bid must contain a manual signature of an authorized representative of your firm in the space provided.
3. **PRICES QUOTED:** deduct trade discounts and quote firm net prices. Give both unit price and extended total. Only those bids complying with this requirement will be accepted. Freight charges, if any, must be included in amount of bid quotation. Bid all prices F.O.B. Dodge City Community College, 2501 North 14th Avenue, Dodge City, KS 67801-2399.
4. **TAXES:** Federal Excise and State Sales Taxes are not applicable on direct purchases of tangible personal property made by the College. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of College owned real property.
5. **APPROVED EQUIVALENTS:** items specified herein may be the particular brand of a manufacturer. Such designations are made to indicate quality, style, and construction desired. If the statement "or equivalent" follows the specified brand, a bidder may bid on any brand which meets or exceeds quality of items specified. On alternate items indicate brand name bid and include full descriptive literature and detailed specifications. Any deviation from specifications must be indicated. **NO BID WILL BE CONSIDERED WITHOUT THIS TECHNICAL DATA.**
6. **BROCHURE:** each bid must be accompanied by a brochure with descriptive statements to clearly present the quality, style, construction, and general features of the item. Each picture must be clearly identified with the item.
7. **SAMPLES:** samples of items, when requested, must be furnished free of expense and if not destroyed, will upon request be returned at bidder's expense. Each individual sample must be labeled with bidder's name and item number.
8. **BID DATE AND TIME:** Sealed bids must be received in room 107 of the Administration Building on the Dodge City Community College campus by **4:00 pm, Tuesday, July 13, 2020.** If sending bids as an email, please bids to stores@dc3.edu by **4:00 pm.** All bids received after that time shall be returned unopened or deleted. The opening of bids will be at **10:30 am, Wednesday, July 14, 2020, in the Ford County Conference 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.

9. **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. Unit prices must be shown and the Board may accept any item or group of items 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 product within the specified time frame.
10. **PAYMENT:** payment will be made by the College after items awarded the vendor have been received, installed, inspected, and found free of damage or defect. If re-orders are placed in smaller quantities and/or lesser weight amounts than the original total bid order, the College will pay the cost of freight provided the company prepays the shipment and adds the amount to the invoice.
11. **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. Bid price must include delivery, (uncrating, installation, assembly, and setting in place when applicable). The successful bidder(s) must remove all cartons and packing materials if installation is performed on campus. The price quoted on this request is to remain in effect on repeat purchases for 120 days from the date the initial order is placed by the College.

The College reserves the right to purchase in quantities greater or less than those specified on the Invitation to Bid. Individual bid prices on each item are required and the College may purchase on an item basis.

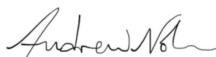
Dodge City Community College is subject to the Cash-Basis Law (K.S.A. 10-1101 et seq.). This agreement is subject to the provisions of the Cash-Basis Law. Dodge City Community college is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully 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. **Each carton shall be marked with purchase order number if applicable.** All equipment sold to the College shall be sold at the risk of the seller until the same shall be inspected and accepted by the College.

Any questions concerning conditions and specifications should be submitted to:

Dr. Clayton Tatro
Vice President of Workforce Development
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 227-9269
Email: ctatro@dc3.edu

Sincerely,



Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 21-003 , DCCC information for BID# 21-003 and Business Reply Label for BID# 21-003
(Please mark with your return address)



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Dodge City, KS 67801

PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. **21-003**

PROPOSAL FOR: **DC3 Tech Classroom Furniture**

- 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# 21-003 DC3 Tech Classroom Furniture.**
- 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. 21-003

PROPOSAL FOR: **DC3 Tech Classroom Furniture**

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Please sign and keep for your records.

Signature _____

Contact Phone Number _____



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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# 21-003 DC3 Tech Classroom Furniture)

Clearly print your return information.

Detach and affix to the outside of return envelope.



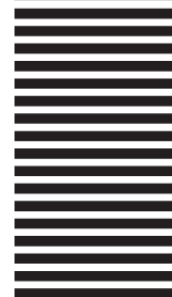
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

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

POSTAGE WILL BE PAID BY ADDRESSEE



DODGE CITY
COMMUNITY COLLEGE
2501 NORTH 14TH AVENUE
DODGE CITY KS 67801-9987



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(BID# 21-003 DC3 Tech Classroom Furniture)