



**DODGE CITY**  
COMMUNITY COLLEGE

P: 620.225.1321  
T: 800.367.3222

E: [about@dc3.edu](mailto:about@dc3.edu)  
**dc3.edu**

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

May 11, 2022

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 22-010 DC3 Software to Facilitate Tutoring.**

If you have questions please see contact information in the specifications sheet for **Jorge Estrella, Director of Student Achievement Resource Center.**

**Deadlines:**

Bid Out	May 11, 2022
Bid receipt deadline	June 13, 2022 by 4:00 PM
Bid opening @ 10:30 AM Coronado Conference Room	June 14, 2022
Board of Trustees Meeting	June 28, 2022
Notification of successful bidder (Pending BOT Approval)	June 29, 2022

You may also submit bids by email to [bids@dc3.edu](mailto:bids@dc3.edu) by **4:00 PM Monday, June 13, 2022.**

Sincerely,

Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 22-010, DCCC information for BID# 22-010 and Business Reply Label for BID# 22-010  
(Please mark with your return address)

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



### Minimum Specifications for Software to Facilitate Tutoring.

- Allow students to schedule tutoring appointments 24/7
- Track tutoring appointments
- Produce reports about our tutoring sessions
- Track usage of the center, SARC
- Track students' time in the center, SARC, during study hall
- Track students in the center, SARC, during scheduled study halls
- Share different types of reports with professors, staff, advisors, athletic coaches, & SARC team
- Communicate with students via texts

The software must be web-based and provide all the above perimeters.

All items specified are preferred, but if unable to quote for item specified, vender can with notation, include a substitute for an equivalent item, please put the notes on the included page below.

Other Bid Specifications and Conditions:

1. All bid quotations to be valid for ninety (90) days.
2. Please note any bid specification exceptions.
3. Items should be available within thirty (30) days of issuance of Purchase Order (Preferred). However if a longer period is needed to obtain, please specify the amount of time it will take you.
4. Provide descriptive literature relating to bids submitted.
5. Include freight costs for on campus delivery on a separate line, if physical items are requested.
6. Dodge City Community College is a **tax-exempt entity**.
7. If additional information is required, please contact **Jorge Estrella, Director of Student Achievement Resource Center**.

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 [bids@dc3.edu](mailto:bids@dc3.edu).

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

Contact **Jorge Estrella** with questions or for additional information.

**Jorge Estrella**  
**Director of Student Achievement Resource Center**  
**Dodge City Community College**  
**2501 North 14th Avenue**  
**Dodge City, KS 67801-2399**  
**Phone (620) 225-9504**  
**Email: [JEstrella@dc3.edu](mailto:JEstrella@dc3.edu)**

Notification of the successful bidder will be announced after the **June 28, 2022** DC3 Board of Trustees Meeting.



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

May 11, 2022

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 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.: 22-010 BID TITLE: DC3 Software to Facilitate Tutoring.

Deadline to receive bids: 4:00 PM Monday, June 13, 2022.

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, Monday, June 13, 2022. If sending bids as an email, please bids to [bids@dc3.edu](mailto:bids@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, Tuesday, June 14, 2022, in the Coronado 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.

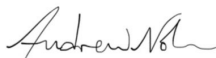
Dodge City Community College is subject to the Cash-Basis Law (K.S.A. 10-1101 et seq.). This agreement is subject to the provisions of the Cash-Basis Law. Dodge City Community college is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully 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:

**Jorge Estrella**  
**Director of Student Achievement Resource Center**  
**Dodge City Community College**  
**2501 North 14th Avenue**  
**Dodge City, KS 67801-2399**  
**Phone (620) 225-9504**  
**Email: [JEstrella@dc3.edu](mailto:JEstrella@dc3.edu)**

Sincerely,



Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 22-010 , DCCC information for BID# 22-010 and Business Reply Label for BID# 22-010  
(Please mark with your return address)

**BID SPECIFICATIONS Notes / Exceptions / Upgrades**

**FILL OUT & RETURN THIS COPY**

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Notes / Exceptions / Upgrades:

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**\*\*\*NOTE\*\*\*\***

**Dodge City Community College is a tax-exempt entity.**



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Dodge City, KS 67801

PROPOSAL

**RETURN THIS COPY**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Bid No. **22-010**

PROPOSAL FOR: **DC3 Software to Facilitate Tutoring.**

- 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# 22-010 DC3 Software to Facilitate Tutoring.**
- 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 \_\_\_\_\_



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PROPOSAL

**THIS COPY FOR YOUR RECORDS**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Bid No. 22-010

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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# 22-010 DC3 Software to Facilitate Tutoring)**

Clearly print your return information.

Detach and affix to the outside of return envelope.



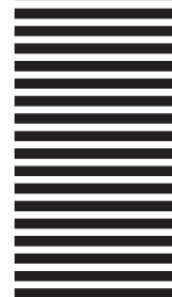
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**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL    PERMIT NO. 225    DODGE CITY KS

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



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