



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

October 6, 2022

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 23-003 DC3 Campus VoIP Project.**
Project Scope: Dodge City Community College is looking to purchase a digital VoIP phone system to replace its current Mitel analog phone system. The new phone system must be operational by May 31, 2023.

If you have questions please see contact information in the specifications sheet for **Michael Webster, Assistant Vice President of Information Technology/CIO.**

Deadlines:

Bid Out	October 6, 2022
Site inspection by appointment with Michael Webster	
Bid receipt deadline	October 20, 2022 by 4:00 PM
Bid opening @ 10:00 AM Coronado Conference Room	October 21, 2022
DC3 BOT Meeting	October 26, 2022
Notification of successful bidder	October 26, 2022
Construction/Installation beginning (Pending BOT Approval)	January 2, 2023
Completion by	May 31, 2023

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 23-003, DCCC information for BID# 23-003
and Business Reply Label for BID# 23-003 (*Please mark with your return address*)

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



Minimum Specifications for DC3 Campus VoIP Project

General Information:

	VoIP Phone System			
	User Extensions	Depart. Extensions	Fax lines	Call Trees
Main Campus	142	15	5	4
Off-site locations*	26	3	2	2
Additional / Unassigned	20			
TOTAL	188	18	7	6

- Hosted (HPBX)
- Management portal for current IT staff for users and groups
 - DC3 IT staff will manage users and phones (add/moves/changes)
 - Provider to supply NEW lines if needed
- Phone system must extend phone service to the following locations:
 - Main Campus - 2501 N.14th Ave
 - *Adult Learning Center - 700 Ave G (vlan provided from Main Campus)
 - *Floris Jean Hampton Nurse Education Center - 308 W. Frontview St.
 - *RSVP - 236 San Jose Drive Rm. 127 (vlan provided from Main Campus)
 - *South Technical Education Center – 1508 W. Beeson Rd. (vlan provided from Main Campus)
 - *Chaffin Warehouse – 100 Chaffin Rd. (vlan provided from Main Campus)
 - *Arizona Campus – 3150 S. Gilbert Rd. Suite 5 Chandler, AZ
- DC3 will provide managed POE switches for VoIP use and UPS/Battery backups for each switch.
- DC3 will use existing in place Wiring / Plenum CAT6 Data cables to each user location to support the separation of existing Data Network throughout the College Campus and placement of new VoIP network for phones.
- The vendor shall make use of the existing GIG Single Mode Fiber backbone to connect the various campus buildings with POE switches for VoIP phones connecting in sequence to the phone system server located in the Administration Building Main Data Center.

Existing Lines

- Current DID lines
 - 620-227-9100 to 9499
 - 620-225-9500 to 9599
 - 620-801-0600 to 0799
 - 620-225-1321 (Main campus #)
 - 800-367-3222
 - 620-255-4114
 - 620-225-4115

- Fax lines
 - 620-227-9200 (Administration/HR)
 - 620-225-4230 (Adult Learning Center location)
 - 620-227-9334 (Athletics)
 - 620-227-5189 (South Technical Education Center location)
 - 620-225-2353 (Cosmetology/CDC)
 - 620-227-9380 (Tech Center)
 - 620-227-9366 (President's office)

Equipment/Licenses

- Vendor to provide options for HPBX seats and a breakdown of features for each license type.
- Vendor to provide up to three IP-Phones options as well as a data sheet for each model phone.
- All handsets and softphone options will be purchased
 - No leased equipment
- Handset and soft phone options
 - Basic (Approx. 20 users)
 - Incoming/outgoing call only, no voice mail/features
 - Standard (Approx. 125 users)
 - All standard PBX features, voicemail, etc
 - Premium (Approx. 25 users)
 - All standard PBX features, voicemail, plus additional features

System Features

- System must handle Inbound/Outbound calls between 1100 – 1300 minutes per month
 - Daily Outbound: 1-10 calls
 - Daily Inbound: 1-15 calls
- Maximum of 50 concurrent calls at one given time (would like to discuss this number with provider).
- Desired User Features:
 - Auto-Attendant
 - All licenses, except basic seats will need Voice Mail Auto-attendants.
 - All licenses, except basic seats will need voice mail delivery features
 - Caller ID
 - Hunt groups/ring groups/call trees/etc.
 - Call transfer, forwarding, history, hold, queues, park
 - Speakerphone
- 2-6 lines will need Music-on-hold / Information-on-hold capabilities.
- E911 / Enhanced 911
- NO need for paging on campus or off campus location.
- NO need for call accounting or itemized billings per departments.

Misc.

- Vendor to provide training on the system for phones and admin user configuration included in the installation.
- Verification of proper phone type counts and locations to be approved by IT college staff prior to order of Phone Equipment.

- Verification of analog lines / POT lines or Fax lines also to be verified for integrity of smooth installation.
- Vendor to work with IT support staff for any problems after the install at no additional charge.
- Written warranty information for equipment and labor is required.

For onsite inspections to take measurements/counts, contact Michael Webster for an appointment.

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 (90) ninety days.
2. Please note any bid specification exceptions.
3. Provide descriptive literature relating to bids submitted.
4. Include freight costs for on campus delivery on a separate line.
5. Include cost for dumpsters and removal of waste.
6. Provide City Permit* (If Needed)
7. Work needs to be completed before, Wednesday May 31, 2023.
8. Dodge City Community College is a tax-exempt entity.
9. If additional information is required, please contact **Michael Webster, Assistant Vice President of Information Technology/CIO.**

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 **Michael Webster** with questions or for additional information.

Michael Webster
Assistant Vice President of Information Technology/CIO
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 225-9352
Cell (913) 274-6160
Email: MWebster@dc3.edu

Notification of the successful bidder will be announced after the October 26, 2022 DC3 Board of Trustees Meeting.

This space is intentionally left blank.



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October 6, 2022

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 November 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.: **23-003** BID TITLE: **DC3 Campus VoIP Project.**

Deadline to receive bids: **4:00 PM Thursday, October 20, 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 venders 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 November 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 November 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, Thursday, October 20, 2022.** If sending bids as an email, please bids to 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 **10:00 am, Friday, October 21, 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 November 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 November accept any item or group of items bid. Since the date of delivery November 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 November 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 November 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 November 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:

Michael Webster
Assistant Vice President of Information Technology/CIO
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620) 225-9352
Cell (913) 274-6160
Email: MWebster@dc3.edu

Sincerely,



Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 23-003 , DCCC information for BID# 23-003 and Business Reply Label for BID# 23-003
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PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. **23-003**

PROPOSAL FOR: **DC3 Campus VoIP Project.**

- 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# 23-003 DC3 Campus VoIP Project.**
- 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. 23-003

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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# 23-003 DC3 Campus VoIP Project.)

Clearly print your return information.

Detach and affix to the outside of return envelope.



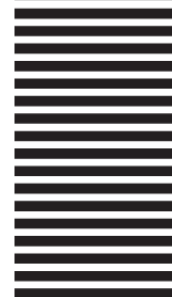
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FIRST-CLASS MAIL PERMIT NO. 225 DODGE CITY KS

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



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