



October 25, 2022

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 23-004 DC3 Copier Services.**  
**Project Scope:** Dodge City Community College currently has several Savin multi-function printers/copiers used on campus as well as (5) off-campus locations around Dodge City. The contract with the current vendor has expired and we are seeking bidders to provide and service the printers/copiers. The all equipment will need to be installed/working by January 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 25, 2022
Site inspection by appointment with Michael Webster (If Needed)	
Bid receipt deadline	November 9, 2022 by 4:00 PM
Bid opening @ 10:00 AM Ford County Conference Room	November 10, 2022
DC3 BOT Meeting	November 15, 2022
Notification of successful bidder	November 16, 2022
Installation beginning (Pending BOT Approval)	December 16, 2022
Completion by	January 31, 2023.

Sincerely,

Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 23-004, DCCC information for BID# 23-004  
and Business Reply Label for BID# 23-004 (*Please mark with your return address*)

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



### Minimum Specifications for DC3 Copier Services

**Project Scope:** Dodge City Community College currently has several Savin multi-function printers/copiers used on campus as well as (5) off-campus locations around Dodge City. The contract with the current vendor has expired and we are seeking bidders to provide and service the printers/copiers. The successful bid vendor will need to provide the following equipment and services:

#### General Information:

- Provide a total of 33 Multi-Function Printers/Copiers
  - 18 Color
    - Average 3,724 pages per month/per device
      - Average 2,249 Color pages
        - Highest volume device 54,000+ pages annual
        - Lowest volume device 289 pages annual
  - 15 Mono
    - Average 3,366 pages per month/per device
      - Highest volume device 33,000+ pages annual
      - Lowest volume device 24 pages annual
- Provide regular service/maintenance for all locations:
  1. Main Campus - 2501 N.14<sup>th</sup> Ave
  2. Adult Learning Center - 700 Ave G
  3. Floris Jean Hampton Nurse Education Center - 308 W. Frontview St.
  4. Ford County RSVP - 236 San Jose Drive Rm. 127
  5. South Technical Education Center – 1508 W. Beeson Rd.
  6. Chaffin Warehouse – 100 Chaffin Rd.
- Provide emergency break/fix service during business hours for all locations
- Networkable devices
- Management system preferred
  - Hosted or on-prem
  - Ability for college administration access to run basic reports, see usage and supply levels, etc.
  - The ability to mark and identify devices by location/description i.e. “Library Office”
- Any overages charged on a company-wide and not a per-device basis
  - We may have some devices that exceed monthly quotas and others that are well under so we want the quota to be based on the monthly total of all devices
- Toner/ink included and not billed separately
- Provide timeline on replacing current copiers
  - We need as little as possible disruption to business operations while devices are being replaced/installed

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

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. (If Needed)
6. Provide City Permit\* (If Needed)
7. Work needs to be completed before, Tuesday January 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](mailto:MWebster@dc3.edu)**

Notification of the successful bidder will be announced after the November 15, 2022 DC3 Board of Trustees Meeting.

**This space is intentionally left blank.**



**DODGE CITY**  
COMMUNITY COLLEGE

P: 620.225.1321  
T: 800.367.3222

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

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

October 25, 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.: 23-004 BID TITLE: DC3 Copier Services.

Deadline to receive bids: 4:00 PM Wednesday, November 9, 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, Wednesday, November 9, 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 **10:00 am, Thursday, November 10, 2022, 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 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.

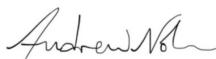
Please pay careful attention to K.S.A. 10-1116b regarding the conditions required for multi-year leasing agreements.

**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](mailto:MWebster@dc3.edu)**

Sincerely,



Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 23-004 , DCCC information for BID# 23-004 and Business Reply Label for BID# 23-004  
(Please mark with your return address)



PROPOSAL

**RETURN THIS COPY**

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

Company Name: \_\_\_\_\_ Bid No. **23-004**

PROPOSAL FOR: **DC3 Copier 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# 23-004 DC3 Copier 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. 23-004

PROPOSAL FOR: **DC3 Copier 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# 23-004 DC3 Copier 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 \_\_\_\_\_



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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# 23-004 DC3 Copier Services.)**

Clearly print your return information.

Detach and affix to the outside of return envelope.



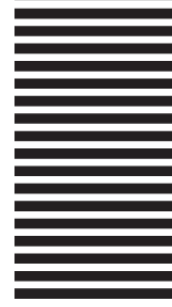
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**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



**DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents**  
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