



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 16, 2023

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 24-003 RFP DC3 HVAC Services- 3 Year Contract Agreement.**

If you have questions please see contact information in the specifications sheet for **Jared Stevens, Director of Facilities & Operations.**

Deadlines:

Campus Walk-thru by appointment contact **Hunter Edwards Asst. Director of Facilities and Operations** at hedwards@dc3.edu

Bid Out	October 16, 2023
Campus Walk-thru by appointment.	
Bid receipt deadline	November 27, 2023 by 4:30 PM
Bid opening @ 10:00AM Santa Fe Room	November 28, 2023
Board of Trustees Meeting	December 12, 2023
Notification of successful bidder (Pending BOT Approval)	December 13, 2023

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# **24-003**, DCCC information for BID# **24-003** and Business Reply Label for BID# **24-003**
(Please mark with your return address)

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



Minimum Specifications for RFP DC3 HVAC Services- 3 Year Contract Agreement

Dodge City Community College (DC3) is requesting bids for an annual Service Agreement for HVAC Systems. Following are a list of the buildings and the equipment in the buildings, along with the requested services and parts to be covered by the agreement.

1. Administration Building:

Equipment

- AHU (2)
- Controls (Controllers/End Devices)
- Chilled Water Pump
- Computer Room A/C unit
- Split system (2)

Expected Service

- 1 Belt change per year
- 4 Preventive Maintenance (Quarterly)
- 4 Filter Changes (Quarterly)

2. Communication Center Building:

Equipment

- AHU
- Boiler
- Hot Water Pump
- (2) Chilled Water Pump

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Changes

3. Becker Hall:

Equipment

- Split System Cooling Only
- Split System Cooling w/Gas Heat (6)
- Unit Heater

Expected Service

- 4 Preventive Maintenance
- 4 Filter Changes

4. Coleman – Webb Hall:

Equipment

- AHU
- Boiler, Gas Fired
- Scroll Chiller, Air Cooled
- Circulating Pump (2)

Expected Service

- 4 Preventive Maintenance
- 4 Condenser Coil Cleaning

5. Cosmetology/Child Development Center Building:

Equipment

- AHU (2)
- Boiler, Gas Fired
- Scroll Chiller, Air Cooled
- Chilled Water Pump
- Hot Water Pump (2)
- Unit Heater, Hydronics (14)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Change
- 4 Air Filter Change on compressed air supply

6. Fine Arts Building:

Equipment

- AHU (2)
- Boiler, Gas Fired (2)
- Scroll Chiller, Air Cooled
- Chilled Water Pump (2)
- Hot Water Pump (3)

Expected Services

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Change
- 4 Condenser Coil Cleaning Humanities Building:

Continued on next page.

7. Humanities Building:

Equipment

- AHU (2)
- Boiler, Gas Fired (2)
- Screw Chiller, Air Cooled
- Hot Water Pump (2)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Changes
- 4 Condenser Coil Cleaning

8. Jackson Hall:

Equipment

- Boiler, Gas Fired (2)
- Plate Heat Exchanger
- Heat Pump – Water Cooled (41)
- Chilled Water Pump (4)
- Circulating Pump (2)
- ERV (3)
- Unit Heater, Electric

Expected Service

- 4 Preventive Maintenance
- 1 Belt Change (3 ERV units)
- 4 Filter Changes (3 ERV units)

9. Learning Resource Center/Library Building:

Equipment

- AHU (2)
- Circulating Pump

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Air Filter Change on compressed air supply

10. Lewis/Manufacturing Tech Building (Welding):

Equipment

- Split System, Cooling Only
- Split System, Cooling with Gas Heat (4)
- Unit Heater, Electric (2)
- Unit Heater, Gas Fired (5)

Expected Service

- 4 Preventive Maintenance
- 4 Filter Change

Continued on next page.

11. P.E. (Athletics)/Wellness Building:

Equipment

- AHU (6)
- Heat Pump (1)
- Boiler, as Fired, Water Tube (2)
- Reciprocating Chiller, Air Cooled
- Chilled Water Pump (3)
- Hot Water Pump (5)
- RTU (1)
- Split System Cooling Only

Expected Service

- 1 Belt Change each AHU (4) & RTU (2)
- 4 Preventive Maintenance 4 Condenser Coil Cleaning
- 4 Air Filter Change on compressed air supply

12. Science & Math Building:

Equipment

- AHU (2)
- Circulating Pump

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Changes

13. Science & Math Annex Building:

Equipment

- AHU
- VAV box (12)
- Boiler, Gas Fired, Water Tube (2)
- Circulating Pump (5)

Expected Service

- 4 Preventive Maintenance
- 4 Filter Change

Continued on next page.

14. Student Union Building:

Equipment

- AHU (4)
- Boiler, Gas Fired (2)
- Reciprocating Chiller, Air Cooled
- Heat Pump, Air Cooled (4 LG's)
- Chilled Water Pump
- Hot Water Pump (4)
- Split System, Cooling Only (3)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance 4
- Condenser Coil Cleaning

15. Tech Center Building:

Equipment

- Furnace
- Outside Combination Unit
- RTU
- Split System, Cooling with Gas Heat (4)
- Unit Heater, Gas Fired, Infrared (10)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance

16. Tech Center Computer Lab Building:

Equipment

- AHU
- Boiler, Gas Fired Heater, Gas Infrared
- Circulating Pump (4)
- Split System, Cooling Only (4 Mitsubishi)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance

17. Little Theater & Art Gallery:

Equipment

- AHU (2)

Expected Service

- 1 Belt Change
- 4 Preventive Maintenance
- 4 Filter Changes

Continued on next page.

18. Student Activity Center:

Equipment

- AHU, Mixed Air (8 Mitsubishi)

Expected Service

- 4 Preventive Maintenance

Additional Required Coverage:

- Building Automation Control Software Installed on DC3's computer.
- Full Coverage for Student Union LG System built into contract.
- Filter Changes to include return air filters where applicable.
- Condenser Coil Cleaning schedule to be March, May, July & September.

Preventive Maintenance Defined:

Check with appropriate customer representative for operational deficiencies

Check condition of pulleys and belts

Check for proper fan operations

Check condition of coils

Check condition of filters

Record temperatures and pressures (if applicable)

Check for unusual noise and/or vibration

Check for deterioration of gaskets and seals

Check overall condition of unit

Visually inspect for fluid leaks on coils and connecting piping

Check starter/contactors

Check and tighten electrical connections

Check damper operation and lubricate as required

Visually check control valve(s)

Lubricate blower and motor bearings

Clean condensate pan and clear drain line Check condition of blower assembly

Remove and dispose of any debris from any maintenance activity

Document tasks performed and report any observations to appropriate customer representative

Additional Requested Service (Optional):

Replacement of one mechanical seal per year on any pump loops should the seal start leaking.

Replacement of one UNT, DX9100, VAV, or AHU should a unit fail with an FEC (with a display).

Quarterly backup of Building Automation Control Software on DC3 computer.

Continued on next page.

Other Bid Specifications and Conditions:

Contact **Hunter Edwards Asst. Director of Facilities and Operation** at hedwards@dc3.edu for a walk through of the buildings to get an idea of what your responsibilities will be, before bidding.

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. Provide City Permit* (If Needed)
5. Dodge City Community College is a tax-exempt entity.
6. If additional information is required, please contact **Jared Stevens, Director of Facilities & Operations**.

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 **Jared Stevens** with questions or for additional information.

Jared Stevens
Director of Facilities & Operations
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620)227-9355
Email: JStevens@dc3.edu

Notification of the successful bidder will be announced after the December 12, 2023 DC3 Board of Trustees Meeting.

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

October 16, 2023

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.: **24-003** BID TITLE: **RFP DC3 HVAC Services- 3 Year Contract Agreement.**

Deadline to receive bids: **4:30 PM Monday, November 27, 2023.**

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 **4:30 PM, Monday, November 27, 2023.** If sending bids as an email, please bids to bids@dc3.edu by 4:30 PM. All bids received after that time shall be returned unopened or deleted. The opening of bids will be at **10:00 am, Tuesday, November 28, 2023, in the Santa Fe Conference Room of the Administration Building.** 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.

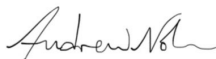
Dodge City Community College is subject to the Cash-Basis Law (K.S.A. 10-1101 et seq.). This agreement is subject to the provisions of the Cash-Basis Law. Dodge City Community college is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully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

Jared Stevens
Director of Facilities & Operations
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Phone (620)227-9355
Email: JStevens@dc3.edu

Sincerely,



Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 24-003 , DCCC information for BID# 24-003 and Business Reply Label for BID# 24-003
(Please mark with your return address)



PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. **24-003**

PROPOSAL FOR: **RFP DC3 HVAC Services- 3 Year Contract Agreement.**

- 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# 24-003 RFP DC3 HVAC Services- 3 Year Contract Agreement.**
- 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. 24-003

PROPOSAL FOR: **RFP DC3 HVAC Services- 3 Year Contract Agreement.**

- 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# 24-003 RFP DC3 HVAC Services- 3 Year Contract Agreement.**
- 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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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# 24-003 RFP DC3 HVAC Services- 3 Year Contract Agreement.)**

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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