



**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

February 4, 2025

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **(2) Leased Vehicles for DC3 Security Department**. Dodge City Community College is looking for options to lease two vehicles for us in our Security Department. Dodge City Community College will modify these vehicles for the installation of security lights, radio, spotlight etc... The leasing term will be for three years and if possible, includes vehicle maintenance. The bid can include a mix of make and models with any of the options that are available.

If you have questions please see contact information on the specifications sheet for **Justin Hergert, Fleet Operations Manager**.

**Deadlines:**

Bid Out	February 4, 2025
Bid receipt deadline	March 17, 2025, by 4:00 PM
Bid opening @ 10:00 AM Santa Fe Conference Room	March 18, 2025
Board of Trustees Meeting	April 1, 2025, 2025
Notification of successful bidder (Pending BOT Approval)	April 2, 2025, 2025
Delivery	Soon As Available/Possible

Sincerely,

Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 25-003, DCCC information for BID# 25-003  
and Business Reply Label for BID# 25-003 (*Please mark with your return address*)

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



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**Minimum Specifications for Vehicle Bid**  
**LEASING OF 2 VEHICLES FOR DC3 SECURITY DEPARTMENT**  
**(36 Month/75,000 Mile Lease Per Vehicle)**

Each vehicle's lease miles are to be distributed as 25,000 Miles per each year of the lease.

2024 or Newer Model Year Sport Utility Vehicle and/or Pickup; (Explorer, Durango, CRV, Terrain, Traverse, Suburban, 4-Wheel Drive Pickup etc... A comparable Vehicle option will be taken into consideration, including a full-sized sedan. Used or Program with less than 25,000 Miles. However, the Service History must be provided. The bid can include a mix of make and models with any of the options that are available.) Dodge City Community College will modify these vehicles for the installation of security lights, radio, spotlight etc...

- Non-Smoking Vehicle
- Bucket or Split Bench Front Seats
- Rearview Backup Camera
- Automatic Transmission (All-Wheel or 4-Wheel Drive) (No 2-Wheel Drive)
- Six/Eight Cylinder Fuel Injected- (Eight Preferred)
- Gasoline Engine (Not Diesel)
- Air Conditioning (Front & Rear)
- Tires (New or Like New w/75% of Life Remaining)
- Tilt Wheel
- Cruise Control with Resume Set Speed
- Right and Left Heated Outside Mirrors
- Intermittent Windshield Wipers
- Power Locks
- Light Neutral Color Light Neutral Color (White or Silver preferred)
- Power Brakes
- AM/FM Stereo/w Auxiliary Port
- Standard Spare Tire
- Rear Defrost
- Power Steering
- Power Cab Windows
- Two (2) Sets of Vehicle Keys/Remotes w/Remote Start Option
- Oil Change Services for duration of the lease.
- Vehicle Maintenance for the lease term. (preferred)
- Air Bags (Front & Side)
- Electronic Controlled Driver Seat
- Dark Cloth or Plastic/Vinyl Seats
- Vinyl Flooring

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

## Other Bid Specifications and Conditions:

These options are not necessary to the bid, Adaptive Cruise, Lane Departure, Forward Collision Sensing Capabilities.

1. DCCC will license the vehicle.
2. DCCC will insure the vehicle.
3. Submit a lease quotation for **Two** Sport Utility Vehicle and/or Pickup.
4. All bid quotations are to be valid for ninety (90) days.
5. Please note any bid specification exceptions.
6. Vehicles should be available within thirty (30) days of issuance of Purchase Order.
7. The lease to provide a limited warranty. (Please state the type of warranty and amount of deductible.)
8. If additional information is required, please contact **Justin Hergert, Fleet Operations Manager**.
9. Include freight costs for on-campus delivery on a separate line.
10. **Include a copy of MUNICIPALITY lease agreement with bid information for review by the Board Attorney.**

Please pay careful attention to K.S.A. 10-1116b regarding the conditions required for multi-year leasing agreements: 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 keep make allowances for the length of time it may take to send your bid through the USPS to make the deadline for the bids

Contact **Justin Hergert** with questions or for additional information.

**Justin Hergert**  
**Fleet Operations Manager**  
**Dodge City Community College**  
**2501 North 14th Avenue**  
**Dodge City, KS 67801-2399**  
**Office (620) 227-9386**  
**Cell (620) 898-1006**  
**Email: [JHergert@dc3.edu](mailto:JHergert@dc3.edu)**

Notification of the successful bidder will be announced after April 1, 2025, DC3 Board of Trustees Meeting.



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Dodge City, KS 67801

February 4, 2025

To Whom It May Concern:

Enclosed you will find a copy of the 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 manage 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" to ensure your company's name remains on the active bidder list.

BID NO.: **25-003** BID TITLE: **(2) Leased Vehicles for DC3 Security Department**

Deadline to receive bids: **4:00 PM Wednesday, March 17, 2025.**

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. If 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 return postage will be supplied to venders.
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 there are any, must be included in the 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 the 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 the 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 charge and if not destroyed, will upon request be returned at the bidder's expense. Each individual sample must be labeled with the 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 March 17, 2025, by 4:00 PM.** **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 the bids will be on **March 18, 2025, 10:00 AM in the Sante Fe Conference Room of the Administration Building.** This will be for tabulation purposes only. The awarding of bids will be made later, only 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 it would be required by his company to make the 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 limit.
10. **PAYMENT:** payment will be made by the College after items awarded to 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 prepayes 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 the special conditions that may vary from the preceding general conditions shall have precedence.

The 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 College places the initial order.

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 the 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:

Justin Hergert  
Fleet Operations Manager  
Dodge City Community College  
2501 North 14th Avenue  
Dodge City, KS 67801-2399  
Office (620) 227-9386  
Cell (620) 898-1006  
Email: [JHergert@dc3.edu](mailto:JHergert@dc3.edu)

Sincerely,



Andrew Nolan  
Purchasing Office  
Dodge City Community College

Encl: Specifications for BID# 25-003, DCCC information for BID# 25-003 and Business Reply Label for BID# 25-003  
(Please mark with your return address)





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## PROPOSAL

### RETURN THIS COPY

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

Company Name: \_\_\_\_\_ Bid No. 25-003

#### PROPOSAL FOR: **(2) Leased Vehicles for DC3 Security Department**

- 1.01 BASE BID: The undersigned, having familiarized himself with conditions and specifications, having carefully examined and having fully understood the Bid Documents, hereby affirms, and agrees to enter into contract for **BID# 25-003 (2) Leased Vehicles for DC3 Security Department.**
- 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 the specification sheet.**

Signature \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

# **BID SPECIFICATIONS CHECKLIST**

## **FILL OUT & RETURN THIS COPY**

**Please note compliance with bid specifications (Circling YES or NO)**

1. (YES / NO) 2024 or Newer Model Year Sport Utility Vehicle (Explorer, Durango, CRV, Terrain, Traverse, Suburban, 4-Wheel Drive Pickup etc... (A comparable Vehicle option will be taken into consideration, including a full-sized sedan). (Used or Program with less than 25,000 Miles) (Service History must be provided).

1. (YES / NO) Non-Smoking Vehicle  
2. (YES / NO) Bucket or Split Bench Front Seats  
3. (YES / NO) Rearview Backup Camera  
8. (YES / NO) Automatic Transmission- (All-Wheel or 4-Wheel Drive) (No 2-Wheel Drive)  
4. (YES / NO) Six/Eight Cylinder Fuel Injected- (Eight Preferred)  
5. (YES / NO) Gasoline Engine (Not Diesel)  
6. (YES / NO) Air Conditioning (Front & Rear)  
7. (YES / NO) Tires (New or Like New w/75% of Life Remaining)  
8. (YES / NO) Tilt Wheel  
9. (YES / NO) Cruise Control with Resume Speed  
10. (YES / NO) Right and Left Heated Exterior Mirrors  
11. (YES / NO) Intermittent Windshield Wipers  
12. (YES / NO) Power Locks  
13. (YES / NO) Light Neutral Color (White or Silver preferred)  
14. (YES / NO) Power Brakes  
15. (YES / NO) Standard Spare Tire  
16. (YES / NO) Rear Defrost  
17. (YES / NO) Power Steering  
18. (YES / NO) Power Cab Windows  
19. (YES / NO) Two (2) Sets of Vehicle Keys/Remotes  
20. (YES / NO) Oil Change Services for duration of the lease  
21. (YES / NO) Vehicle Maintenance for the term of the lease. (preferred)  
22. (YES / NO) Air Bags (Front & Side)  
23. (YES / NO) Electronic Controlled Diver Seat  
24. (YES / NO) Dark Vinyl Seats  
25. (YES / NO) Vinyl Flooring  
26. (YES / NO) Limited warranty- (Please state the type of warranty and amount of deductible.)

27. (YES / NO) Vehicle Price Sheet- (Include Monthly Cost Per Car & Grand Total Price for all vehicles for duration of lease)  
28. (YES / NO) **Include copy of MUNICIPALITY lease agreement with bid information for review by Board Attorney.**

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

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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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## PROPOSAL

### THIS COPY FOR YOUR RECORDS

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

Company Name: \_\_\_\_\_ Bid No. 25-003

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**Please sign and keep.**

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 you are 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 Operations & Finance      Official Bid Documents**  
**(BID# 25-003 (2) Leased Vehicles for DC3 Security Department)**

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**  
**(BID# 25-003 (2) Leased Vehicles for DC3 Security Department)**