



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

April 22, 2025

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **(7) Leased Vehicles- Cars.**
We would like to see them submitted with leasing options of 36 Month/75,000 Miles.

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

Deadlines:

Bid Out	April 22, 2025
Bid receipt deadline	May 5, 2025, by 4:00 PM
Bid opening @ 10:00 AM Santa Fe Conference Room	May 6, 2025
Board of Trustees Meeting	May 20, 2025
Notification of successful bidder (Pending BOT Approval)	May 21, 2025
Delivery	Soon as Available/Possible

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 25-005, DCCC information for BID# 25-005
and Business Reply Label for BID# 25-005 (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 Automobile Bid
LEASING OF SEVEN CARS
36 Month/75,000 Mile Lease**

- 2024-2025 Model Year Cars
- (New or Program with less than 20,000 Miles) Automatic Transmission
- (Front Wheel Drive Preferred)
- 4 Door Mid-Size
- Power Brakes
- Rearview Backup Camera
- AM/FM Stereo/w Auxiliary Port
- Air Conditioning
- Standard Spare Tire
- Tires (New or Like New w/75% of Life Remaining)
- Cruise Control with Resume Speed
- Tilt Wheel
- Four/Six Cylinder Fuel Injected, (Six Preferred)
- Tinted Windshield
- Rear Defrost
- Right and Left Outside Mirrors
- Power Steering
- Intermittent Windshield Wipers
- Power Windows
- Power Locks
- Light Neutral Color (White preferred)
- Roadside Assistance Service for duration of the lease
- Two (2) Sets of Vehicle Keys/Remotes
- Oil Change Services for duration of the lease
- Non-Smoking Vehicle

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:

1. DCCC will license the vehicle.
2. DCCC will insure the vehicle.
3. Submit a lease quotation for Seven 4 Door Mid-Size Cars.
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) 393-1006
Email: JHergert@dc3.edu

Notification of the successful bidder will be announced after May 20, 2025, DC3 Board of Trustees Meeting.



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Dodge City, KS 67801

April 22, 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.: **25-005** BID TITLE: **(7) Leased Vehicles- Cars**

Deadline to receive bids: **4:00 PM Monday, May 5, 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. 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 May 5, 2025, by 4:00 PM.** 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 the bids will be on **May 6, 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

Sincerely,



Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: Specifications for BID# 25-005, DCCC information for BID# 25-005 and Business Reply Label for BID# 25-005
(Please mark with your return address)



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PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. 25-005

PROPOSAL FOR: **(7) Leased Vehicles- Cars**

- 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# 25-005 (7) Leased Vehicles- Cars.**
- 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) 2024-2025 Model Year Cars-
(New or Program with less than 20,000 Miles) | 22. (YES / NO) Two (2) Sets of Vehicle Keys/Remotes |
| 2. (YES / NO) Non-Smoking Vehicle | 23. (YES / NO) Oil Change Services for duration of the
lease |
| 3. (YES / NO) 4 Door Mid-Size | 24. (YES / NO) Roadside Assistance Service for duration
of the lease |
| 4. (YES / NO) Rearview Backup Camera | 25. (YES / NO) Limited warranty-
(Please state the type of warranty and amount of
deductible.) |
| 5. (YES / NO) Automatic Transmission-
(Front Wheel Drive Preferred) | 26. (YES / NO) Vehicle Price Sheet-
(Include Monthly Cost Per Car & Grand Total
Price for all vehicles for duration of lease) |
| 6. (YES / NO) Four/Six Cylinder Fuel Injected-
(Six Preferred) | 27. (YES / NO) Include copy of MUNICIPALITY
lease agreement with bid information for review by
Board Attorney. |
| 7. (YES / NO) Air Conditioning | Please pay careful attention to K.S.A. 10-1116b regarding the
conditions required for multi-year leasing agreements: |
| 8. (YES / NO) Tires (New or Like New
w/75% of Life Remaining) | 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. |
| 9. (YES / NO) Tilt Wheel | Notes / Exceptions / Upgrades: |
| 10. (YES / NO) Cruise Control with Resume Speed | _____ |
| 11. (YES / NO) Tinted Windshield | _____ |
| 12. (YES / NO) Right and Left Exterior Mirrors | _____ |
| 13. (YES / NO) Intermittent Windshield Wipers | _____ |
| 14. (YES / NO) Power Locks | _____ |
| 15. (YES / NO) Light Neutral Color (White preferred) | _____ |
| 16. (YES / NO) Power Brakes | _____ |
| 17. (YES / NO) AM/FM Stereo/w Auxiliary Port | _____ |
| 18. (YES / NO) Standard Spare Tire | _____ |
| 19. (YES / NO) Rear Defrost | _____ |
| 20. (YES / NO) Power Steering | _____ |
| 21. (YES / NO) Power Windows | _____ |

*****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. 25-005

PROPOSAL **FOR: (7) Leased Vehicles- Cars**

- 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# 25-005 (7) Leased Vehicles- Cars.**
- 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.

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# 25-005 (7) Leased Vehicles- Cars)

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# 25-005 (7) Leased Vehicles- Cars)