



Student and Faculty Furniture Replacement

(Submission deadline is 12 p.m. CDT on June 15, 2021)

Purpose

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal for replacing furniture found throughout the Colby Community College (CCC) campus. Currently, there is a substantial amount of non-matching all-in-one desks and chairs, various length stand-alone tables, and non-matching stand-alone and lab-style chairs. In addition to student furniture being replaced, CCC will be replacing each faculty office with a new faculty desk and office chair. The purpose of this RFP is to replace this furniture with anti-microbial furniture for efficient cleaning, and to provide a consistent feel across campus.

Overview:

In response to the Coronavirus pandemic, physical distancing and easy cleaning, disinfecting, and sanitizing has been a critical aspect for providing a safe environment for students on the CCC campus. Many classrooms on the CCC campus currently utilize a variety of different-sized tables as well as a wide variety of individual student desks. In order to provide a consistent feel across campus, accommodate physical distancing requirements, allow for easy cleaning, and maximize student capacity, CCC is replacing a vast majority of the furniture used by students daily. The most critical aspect of this RFP is that EVERY new piece of furniture must be anti-microbial.

Project Timeline:

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Issuance of RFP	May 21, 2021
RFP Closes	June 15, 2021
Complete Initial Evaluation	June 16, 2021
Final Award Notification	June 22, 2021
Project Completion Deadline	August 13, 2021

Scope of Work:

The selected vendor will be responsible for delivering and assembling the following pieces as depicted in each building outlined below. For desks that are considered ADA compliant, please provide documentation of its certification.

CCC's responsibilities

- CCC will provide a staging area where the furniture may be assembled on campus in each of the buildings the furniture will be installed.
- CCC will be responsible for disposing of the current furniture.
- CCC will be responsible for appropriately spacing the furniture according to CDC guidelines.

Vendor responsibilities

- The vendor is responsible for delivering the furniture to the CCC campus.
- The vendor is responsible for building and installing the pieces of furniture as outlined in each room below.
- The vendor must place the furniture in the appropriate classroom.
- The vendor is responsible for disposing of all trash and packaging associated with the delivered furniture.

Furniture Overview Pt. 1:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Bedker Memorial Complex</i>				
702 - Grant	General Stationary Chairs	24	Tables	12
704 - Hodgeman	General Rolling Chairs	26	N/A	N/A
705 - Meade	General Stationary Chairs	40	Tables	20
706 - Morton	General Rolling Chairs	25	N/A	N/A
707 - Rawlins	General Rolling Chairs	17	Tables	3
708 - Russel	General Stationary Chairs	10	Tables	5
710 - Tom Moorhous Lecture Hall	General Stationary Chairs	28	Tables	14
711 - Wichita	General Stationary Chairs	56	Tables	7
712- Clay	General Stationary Chairs	40	Tables	20
714 - Crawford	General Stationary Chairs	32	Tables	16
Total – Student Furniture		<u>299</u>		<u>97</u>
Faculty Offices	Office Chairs	12	Office Desks	12
Total – Faculty Furniture		<u>12</u>		<u>12</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Ceramics Building</i>				
Main Area	General Stationary Chairs	22	Tables	11
Total – Student Furniture		<u>22</u>		<u>11</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Ferguson Hall</i>				
Room 501	General Stationary Chairs	24	Tables	12
Room 507	General Stationary Chairs	32	Tables	16
Room 509	General Stationary Chairs	30	Tables	15
Room 509	Backless Rolling Lab Stool	20		
Total – Student Furniture		<u>106</u>		<u>43</u>
Faculty Offices	Office Chairs	18	Office Desks	18
Total – Faculty Furniture		<u>18</u>		<u>18</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Frahm Theater-CAC</i>				
Band Performance Room	General Stationary Chairs	39	N/A	N/A
Room 301	General Stationary Chairs	2	N/A	N/A
Room 302	General Stationary Chairs	2	N/A	N/A
Room 303	General Stationary Chairs	2	N/A	N/A
Room 304	General Stationary Chairs	2	N/A	N/A
Vocal Performance Room	General Stationary Chairs	39	N/A	N/A
Total – Student Furniture		<u>86</u>		

Furniture Overview Pt. 2:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>H.F. Davis Memorial Library</i>				
Room 249	General Stationary Chairs	34	Tables	17
Room 250	General Stationary Chairs	38	Tables	19
Room 252	General Stationary Chairs	24	N/A	N/A
Room 253	General Stationary Chairs	30	Tables	15
Adult Education	General Stationary Chairs	20	Tables	8
Total – Student Furniture		<u>146</u>		<u>59</u>
Faculty Offices	Office Chairs	4	Office Desks	2
Total – Faculty Furniture		<u>4</u>		<u>2</u>
 				
Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Pierre C. Henry Allied Health Building</i>				
803-Cherokee	General Rolling Chairs	24	Tables	12
804	Backless Rolling Lab Stool	24	N/A	N/A
805 Haskell	General Rolling Chairs	32	Tables	16
806	General Rolling Chairs	20	N/A	N/A
809-Pottawatomie	General Rolling Chairs	30	Tables	15
810	High-back Tall Rolling Lab Stool	9	N/A	N/A
Total – Student Furniture		<u>139</u>		<u>43</u>
Faculty Offices	Office Chairs	8	Office Desks	7
Total – Faculty Furniture		<u>8</u>		<u>7</u>
 				
Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Stanley Carr Agricultural Center</i>				
Exam Room	Backless Rolling Lab Stool	4	N/A	N/A
Room 602	General Stationary Chairs	22	Tables	11
Total – Student Furniture		<u>26</u>		<u>11</u>
Faculty Offices	Office Chairs	10	Office Desks	10
Total – Faculty Furniture		<u>10</u>		<u>10</u>

Furniture Overview Pt. 3:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Thomas Hall</i>				
402-Decatur	Student Combo Desk	13	N/A	N/A
403-Ellis	Student Combo Desk	12	N/A	N/A
404-Gove/405 Graham	High-back Stationary Lab Stool	30	N/A	N/A
406-Jewel	Backless Rolling Lab Stool	33	N/A	N/A
408-Lane	High-back Stationary Lab Stool	32	N/A	N/A
409-Logan	High-back Stationary Lab Stool	32	N/A	N/A
410-Ness	General Stationary Chairs	24	Tables	10
411-Norton	General Stationary Chairs	22	Tables	11
412-Osborne	General Stationary Chairs	18	Tables	9
Total – Student Furniture		<u>216</u>		<u>30</u>
Faculty Offices	Office Chairs	13	Office Desks	13
Total – Faculty Furniture		<u>13</u>		<u>13</u>
Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Student Union</i>				
106	General Stationary Chairs	32	Tables	16
Multi-Purpose Room	General Stationary Chairs	30	Tables	120
Totals – Student & Faculty Furniture		<u>62</u>		<u>136</u>

Furniture Requirement Overview:

Antimicrobial General Stationary Student Chairs

- ADA accessible
- Blue in color
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Antimicrobial General Rolling Student Chairs

- ADA accessible
- Blue in color
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Antimicrobial Backless Rolling Lab Stool

- ADA accessible
- Blue or Black in color
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial High-Back Stationary Lab Stool

- ADA accessible
- Blue or Black in color
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Height adjustable
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Antimicrobial High-Back Rolling Lab Stool

- ADA accessible
- Blue or Black in color
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial Student Combo Desks

- ADA accessible
- White/gray desk, blue chair, and chrome frame
- Anti-microbial material
- Have a weight capacity of 350 pounds or greater
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Anti-microbial Student Tables

- ADA accessible
- White/gray in color
- Anti-microbial material
- Be a minimum of 24" W x 96" (preference provided to 72")
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Antimicrobial Office Chairs

- ADA accessible
- Black in color
- Anti-microbial material
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial Office Desks

- ADA accessible

- Black, Grey, or wood-grain
- Anti-microbial material
- Be a minimum of 30" W x 60"
- Have an expressed warranty of greater than three years
- 2 attached lateral file drawer sets

Requirements:

The vendor is responsible for ensuring all materials and finishes are delivered and assembled in brand new condition. The bid should reflect the cost of delivery and installation. All applicable workman's compensation, liability, and builders risk insurance needs are required to be provided by the vendor.

A warranty on the furniture is required. Please provide the details of the warranty. Preference will be given to products with longer warranties.

Exclusions

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in an area labeled *exclusions*.

Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors' Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between Colby Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically by submitting an email to the Vice President of Business Affairs, Justin Villmer:

Justin.Villmer@colbycc.edu

Proposal Submission

All sealed bids need to be finalized and submitted by 12:00 p.m. on June 15, 2021, to Thomas Hall (CCC's Main Campus), attention: Justin Villmer. Electronic submissions via email (Justin.villmer@colbycc.edu) will be accepted, or submissions can be mailed to 1255 S Range, Colby, KS 67701. Attention: Justin Villmer.

Vendors are required to prepare and submit, at their own cost, one signed original proposal. Submission must include the vendor's full response, including all attachments, product services, and specifications where applicable. Electronic submission must be PDF or Microsoft Word format.

Selection and Notification

The Board meeting will be held on Monday, June 21, 2021, to select a vendor. The selected vendor will be notified after approval has been received from the Board of Trustees.

Statement of Disclosure

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).