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**Laundry (Washer/Dryer) RFP**  
(Submission Deadline: noon CST on Nov. 9, 2021)

**Overview and Background:**

Colby Community College (CCC) is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964; it is a dynamic institution of more than 1,900 students. In addition to the main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

CCC is seeking competitive, sealed bids in order to purchase numerous commercial grade clothes washers and dryers for use by students on the main campus, at 1255 S. Range Ave., Colby, KS 67701.

**Project Goals:**

CCC is seeking to purchase up to 16 commercial grade clothes washing machines and up to 17 commercial grade clothes dryers to place in student dorm laundry rooms located in three dormitories.

\*\*Of these units, at least five washers and five dryers must be ADA compliant.

Currently, the laundry rooms are plumbed for 16 washers and have 110v outlets for each unit; the laundry rooms are vented for 17 dryers and have 220v outlets for each unit.

To extend the lifespan of the units, CCC would like to enter into a maintenance agreement with the vendor to perform scheduled, routine preventative maintenance and perform repairs as needed.

**Scope of Work:**

- Inspect the laundry rooms in order to ensure the desired number of units will fit into the space and, if not, recommend the number that can fit.
- Inspect the laundry rooms to ensure adequate plumbing, venting, and electrical support for the desired units; recommend any modifications required.
- NOTE – You **will not** need to remove the existing units; CCC will remove them.
- Install all new units.
- Ensure all new units and related work is in compliance with all applicable codes.
- Ensure all new units are functioning properly, including balancing of the units.

### **General Information:**

- CCC is open to vendor recommendations regarding the make and model of units.
- The issuing office is the sole point of contact for the provisions of this RFP and the resulting proposal.
- ***Vendors are required to look at the project site physically.*** *To be considered an eligible bidder, the vendor must inspect the property no later than 3 November, 2021 at 5:00 p.m. Please coordinate these activities with Bill Hancock, (785) 250-7213, or email him directly at [bill.hancock@colbycc.edu](mailto:bill.hancock@colbycc.edu). Any questions can also be directed to the aforementioned contact provided.*
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded directly as of 10:00 a.m., 27 October 2021.

### **Description of Current Laundry Rooms:**

Refer to pictures on the last pages of the RFP.

### **Project Timeline:**

The project needs to be completed no later than 31 December, 2021. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

### **Submission of Proposals:**

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (noon), 9 November, 2021 to Bill Hancock (Director of Special Projects), located in Thomas Hall (CCC's Main Campus), or [bill.hancock@colbycc.edu](mailto:bill.hancock@colbycc.edu). \*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Director of Special Projects.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, and then CCC will make a recommendation to the Board of Trustees (BOT) for a decision. The BOT meeting will be held on 15 November, 2021, to select a vendor. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

### **Elements of Proposal:**

A submission should, at a minimum, include the following elements:

1. The make/model of the recommended washers and dryers.
2. Description of related plumbing and electrical work required for installation.
3. Description of related carpentry/construction work required for installation.
4. Warranty information of recommended units.

5. Warranty information for installation workmanship.
6. Estimated timeline required to order, receive, and install all units.
7. Detailed breakdown for each aspect of the proposal, e.g., each washer and dryer individual unit cost, electrical work cost (if applicable), plumbing work cost (if applicable), annual maintenance agreement cost, etc.
8. Detail what is included in the preventative maintenance/repair plan. (If you do not offer a plan, make a recommendation for a technician who could be contracted to perform this service.)
9. Proof of current general liability insurance with a minimum coverage of \$1,000,000 aggregate.

**Mandatory Disclosures:**

**Tax Exempt:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax included in the final submission.

**Exclusions:**

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

**Sub-Contracted Work (if applicable):**

If any of the scope of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. CCC reserves the right to request a different sub-contracted company.

**Proof of General Liability Insurance:**

Each vendor must include proof of current general liability insurance as a part of the proposal. The policy coverage should have a minimum of \$1,000,000 aggregate coverage.

**Performance Bond (if applicable):**

Pursuant to CCC institutional policies, all construction-related projects greater than \$100,000 will require the vendor to purchase and provide proof of a performance bond for the entire project.

**RFP Questions (if applicable):**

Vendors should only direct inquiries and questions to the following individual(s) at CCC. Any communication received by anyone else at CCC should not be included in the proposal.

**Point(s) of Contact:**

- Bill Hancock, bill.hancock@colbycc.edu or contact him directly at (785) 250-7213
- Justin Villmer, justin.villmer@colbycc.edu or contact him directly at (785) 460-5407

**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).

### **Embree Hall (3 Laundry Rooms)**

First Floor: Wall space for washing machines and dryers is 167” with plumbing for 3 units and 110v electrical outlets for each unit; it has 3 dryer vents and 3 220v outlets for power. ***We would like to place 2 regular washers, 2 regular dryers, 1 ADA washer, and 1 ADA dryer in this room.***



Second Floor: Wall space for washing machines and dryers is 186” with plumbing for 3 units and 110v electrical outlets for each unit; it has 3 dryer vents and 3 220v outlets for power. ***We would like to place 2 regular washers, 2 regular dryers, 1 ADA washer, and 1 ADA dryer in this room.***



Third Floor: Wall space for washing machines and dryers is 186” with plumbing for 3 units and 110v electrical outlets for each unit; it has 3 dryer vents and 3 220v outlets for power. ***We would like to place 2 regular washers, 2 regular dryers, 1 ADA washer, and 1 ADA dryer in this room.***



### Living Center North (1 Laundry Room)

Washer Space: 65” with plumbing for 2 units and 2 110v electrical outlets for the units. *We would like to place 1 regular washer and 1 ADA washer in this space.*



Dryer Space: 108” with vents for 3 units and 3 220v electrical outlets for the units. *We would like to place 1 regular dryer and 1 ADA dryer in this space.* (The table on the left will be removed.)





### Living Center East (1 Laundry Room)

Washer Space: 106” with plumbing for 3 units and 3 110v electrical outlets for the units. *We would like to place 2 regular washers and 1 ADA washer in this space.*



Dryer Space: 120” with vents for 3 units and 3 220v electrical outlets for the units. *We would like to place 2 regular dryers and 1 ADA dryer in this space.*





### Allied Science Building (1 Laundry Room)

Washer Space: 72” with plumbing for 2 units and 2 110v electrical outlets for the units. *We would like to place 1 regular washer and 1 ADA washer in this space.*



Dryer Space: 72” with vents for 2 units and 2 220v electrical outlets for the units. *We would like to place 1 regular dryer and 1 ADA dryer in this space.*

