15-Passenger Van-Bus RFP REVISED
(Submission deadline is 12 p.m. on March 1, 2024)

Overview and Background:

Colby Community College 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 2,400 students. In addition to a 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 bids for a new Utility Task Vehicle (UTV) for their 60-acre farm.

Project Goals:

Colby Community College is seeking sealed bids to purchase a 15-passenger van-bus.

General Information:

The following are requirements for purchase:

- A detailed overview of the chassis specifications, i.e., make, model, engine size, wheelbase length, GVWR).
- Body and associated parts 36 months/36,000 miles
- Cruise control
- Dual rear wheels
- Full rear or corner luggage storage
- High back, reclining seats
- LED interior lighting
- Minimum air condition warranty of 30 months/unlimited miles
- Minimum chassis warranty of 3 years/36,000 miles inclusive warranty
- Minimum powertrain warranty of 5 years/60,000 miles
- Not require a CDL to operate
- Overhead storage
- Power disc brakes
- Prefer a diesel motor, but would accept a gas engine (please provide two options)
- Preference is to purchase a new bus but a used option with low miles (i.e., 2022 or newer, less than 15,000 miles)
- Retractable seatbelts
- Seat Sliders
- Solid windows
- Structural warranty of 5 years/100,000 miles
- Tinted glass

- The bus must seat 14, plus one for the driver.
- White in color

Any questions can be directed to Ms. Sheri Knight, Vice President of Business Affairs, at (785) 460-5407 or email her directly at sheri.knight@colbycc.edu

The RFP will be posted on CCC's website, https://www.colbycc.edu/vendors, and can be downloaded from there directly as of 5:00 p.m. on February 5, 2024.

Project Timeline:

The 15-Passenger Van-Bus bids proposed **MUST** include an ETA for delivery to CCC before June 30, 2024. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate. Preference may be provided to vendors who can deliver the item in a more expedited manner.

Submission of Proposals:

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on March 1, 2024, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at sheri.knight@colbycc.edu.

*The Vice President of Business Affairs and Vice President of Academic Affairs will open the proposals.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to accept to the Board of Trustees (BOT); the BOT meeting will be held on March 18, 2024. The selected vendor will be notified within 24 hours after the BOT has approved a recommendation.

Elements of Proposal:

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

1. Manufacturer and model of unit being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP) and any potential discount that would be received.
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Timeframe to secure and deliver items.

Mandatory Disclosures:

Tax Exempt:

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that no sales tax is 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's name and the work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

RFP Questions (if applicable):
Vendors should only direct inquiries and questions to the following individual(s) at CCC.

Sheri Knight, Vice President of Business Affairs
Phone: (785) 460-5407
Email: sheri.knight@colbycc.edu.

Any communication received by anyone else at CCC should not be included in the proposal.

Point(s) of Contact:

Sheri Knight, sheri.knight@colbycc.edu, or contact her 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).