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**Colby Community College (CCC) – AG Building Computer Lab  
RFP (Submission deadline is noon on April 9, 2023)**

**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 an additional computer lab for the new Agriculture building. This will cover computers and monitors for a computer lab for our agriculture students.

**Project Goals:**

CCC is seeking competitive, sealed bids to purchase computers and monitors for the new Agricultural Center.

**General Information:**

CCC is requesting vendor-specific computers and monitors to match our existing computer labs.

- Twenty-six (26) computers with a 3-Year Warranty (Non-Accidental):
  - Preferred Make/Model: HP Pro Mini G9
  - CPU: Intel® Core™ i5-12500T
  - RAM: 8 GB DDR4
  - STORAGE: 256GB SSD/NVME/M.2
  - GRAPHICS: Integrated: Intel® UHD Graphics 770
  - WIFI: WIFI 6E
  - I/O: DisplayPort, HDMI, USB A, USB C, and Ethernet Port
  - Monitor VESA Mounting capable

- Twenty-six (26) monitors with three (3) year warranty (Non-Accidental):
  - Preferred Make/Model: HP P24 G5
  - Display: 23.8" or 24"
  - Resolution: Full HD (1080p) 1920 x 1080 at 75 Hz
  - Panel Type: IPS
  - Aspect Ration: 16:9
  - Ports: DisplayPort or/and HDMI
  - VESA Mounting capable
- Twenty-six (26) desktop-to-monitor mounting brackets:
  - Preferred Make/Model: HP Quick Release Bracket 2
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded as of 5:00 p.m. on March 27, 2023.

**Project Timeline:**

The bids proposed **MUST** include an ETA for delivery to CCC before August 1, 2023. 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. (CST) on April 9, 2023, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu).

\*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Accounting Administrative Assistant.

**Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to the Board of Trustees (BOT) at the monthly meeting held on April 17, 2023. 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. Manufacturer and model of units being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP).
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 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 subcontracted company.

**RFP Questions (if applicable):**

Vendors should only direct inquiries and questions to the following individual(s) at CCC.

Efrain Ledesma, Information Technology

Phone: (785) 460-5481

Email: [efrain.ledesma@colbycc.edu](mailto:efrain.ledesma@colbycc.edu)

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

**Point(s) of Contact:**

Sheri Knight, Vice President of Business Affairs/CFO

Phone: (785) 460-5407

Email: [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu)

**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).