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**Colby Community College (CCC) – Dorm Replacement Furniture  
RFP (Submission deadline is 12 p.m. CDT on October 28, 2022)**

**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 1,900 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre Agricultural Center for students to use as a hands-on laboratory and training facility.

The CCC Embree Hall Dorm is located on the main campus. Currently, there is a substantial amount of non-matching and damaged furniture in Embree that is not conducive for residential living and studying.

**Project Goals:**

CCC is seeking competitive, sealed bids in order to purchase replacement furniture with anti-microbial characteristics for efficient cleaning, for **Levels 1 and 2** dorm rooms of Embree Hall; Level 2 consists of 28 shared dorm rooms and Level 1 consists of 23 shared dorm rooms.

**Scope of Work:**

The selected vendor will be responsible for delivering and assembling the following pieces of furniture as outlined below.

CCC Responsibilities:

- CCC will provide a staging area where the furniture may be assembled in Embree Hall.
- CCC will be responsible for disposing of the current furniture.
- CCC will be responsible for the electrical drops.

Vendor Responsibilities:

- The vendor is responsible for verifying counts of furniture.
- The vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
- The vendor should provide a description of how its furniture selection will benefit CCC's goal of a campus with a matched blending of furniture types.
- The vendor is responsible for providing a realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, verifying, delivery, and installation. (For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)
- The vendor will coordinate and finalize finish selections upon the award of the contract.
- The vendor will only offer pieces of furniture that have hard and soft floor surface options in both glides and casters. The vendor must document/note soft caster and soft glide upcharges on the product specification sheet.
- The vendor is responsible for delivering the furniture to the CCC campus.

- The vendor is responsible for building and installing the pieces of furniture per manufacturer guidelines.
- The vendor must place the furniture according to the layout of the space, and the final product must be structurally sound and delivered free of any blemish.
- The vendor is responsible for disposing of all trash and packaging associated with the delivered furniture.

### **Preferences/General Specifications:**

- Furniture must have antimicrobial characteristics.
- The Appendix illustrates the overall concept CCC is looking for and contains an example of specifications that will meet the requirements of CCC.
- *The furniture currently shown in the following documents is what is currently in place on Level 3 of Embree Hall. Furniture should match to the best of vendor's ability.*

### **General Information:**

- CCC is open to vendor recommendations regarding the design, manufacturer, model, and exact specifications for the proposed furniture; minimal layout modifications will be considered.
- **NOTE:** CCC will be painting and flooring the rooms, simultaneously, while the furniture project is being completed. Hence, there may be other contractors working on Levels 1 and 2 as well.
- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- Any questions can be directed to Nikol Nolan, Vice President of Student Affairs, at 785/460-5490 (office) or e-mail directly at [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu).
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/>, and can be downloaded from there directly as of 5:00 p.m. CDT, Friday, October 14, 2022.

### **Project Timeline:**

The furniture proposed **MUST** be delivered to CCC and installed on or before **June 30, 2023, but not prior to May 31, 2023**. As a special note, the college does not have the storage capacity for these items. 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 p.m. CDT, **Friday, October 28, 2022**, to Nikol Nolan, located in the Student Union (CCC's Main Campus), or [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu). \*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Vice President of Student Affairs.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, then CCC will make a recommendation to the Board of Trustees (BOT) for a decision. The selected vendor will be notified no later than Monday, November 21, 2022, after a recommendation has been approved by the BOT.

### **Elements of Proposal:**

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

1. Written manufacturer warranty information and product specification sheets from the manufacturer for products specified.

**1255 South Range Avenue | Colby, KS 67701 | 888-634-9350 |**

2. A description of how its furniture selection will benefit CCC's goal of a campus with a matched blending of furniture types.
3. A realistic documented timeline that encompasses, at a minimum, the following areas: ordering, receiving, verifying, delivery, and installation. (For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)
4. Unit and extended prices for individual pieces of furniture. (see Appendix for an example)
5. Delivery and installation fees. (see Appendix for an example)

**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.

**Pricing:**

All pricing provided should be guaranteed for when the furniture is ordered.

**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:**

- Nikol Nolan, [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu) or contact directly at 785.460.5490

**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).



# COLBY COMMUNITY COLLEGE

## DORM REMODEL PROJECT

APPENDIX



- Limited Lifetime Warranty
- Made in the USA
- Established, Solid Company In Business for Over 75 years
- Woman Owned Small Business
- Customer Service is our Highest Priority
- Turnkey Service - We Manufacture, Deliver and Install
- We're Vertically Integrated, Controlling Our Schedule and Our Quality 100%

*\*Unit shown in Midnight Black Finish*

### Dimensions: 30"W x 20"D x 22H

#### Description: Urban Two (2) Drawer Stackable Chest

- High Pressure Laminate (HPL) top with PVC banding.
- Puzzle piece end panel design for secure stacking
- End panels are 7-ply hardwood plywood.
- Triple Joint Construction: Mortise and Tenon; Screw and Glued and Steel Cleats with Screws
- Five sided drawers with English Dovetail drawer boxes
- Heavy duty drawer suspensions; 100 lb. sealed ball bearing slides; positive stop and drawer release
- Easily replaceable drawer fronts
- Fully housed drawer bottom, full bead hot-melt glue for increased stability
- Drawer fronts are constructed using melamine panels with PVC banding and recessed nickel finger pulls
- Solid wood parting rails in the front at every drawer level for increased stability
- Case-good backs: 1/4 inch thick plywood

Finish: Urban Collection is available in 3 standard finishes of high-quality melamine.

*Where wood product is specified, a 99% VOC free UV finish will be applied. Cleaned and sanded between coats for a smooth, defect free finish.*



*\*Units shown in stacked configuration with White and Urban Grey Finish.*



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*\*Unit shown in Urban Gray finish on posts with white melamine panels.*

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**Dimensions: 85-1/4"W x 38"D x 36"H**

### **Bunkable and Loftable with Seven (7) height adjustments.**

- Each unit consists of two bed ends and a metal bed spring platform.
- The bed may be easily bunked or lofted with metal bunking pins
- Bed spring height can be adjusted without tools in seven (7) positions. The lowest position from the floor is 11-1/2" and highest position is 29-1/2".
- Each bed end consists of two posts made of non-glued up solid wood with a minimum thickness of 2-1/4" and 36" high. The posts are radiused on the corners to remove all sharp edges.
- Each post is bored to accept a melamine faced panel, 3/4" thick and PVC banded. Each panel is attached with nine (9) 3/8" x 3" fluted dowels per side with 1-1/2" exposed to be clamped into the post.
- Each post receives a slot for accepting the heavy duty steel insert for spring attachment. The heavy duty steel u-shaped insert contains welded steel cross dowels upon which the spring rests. The insert is powder coated. The metal channel inserts are located 4" from each end of the posts and securely attached with six heavy duty screws.
- Bed springs are constructed of high-carbon steel angle and sinuous wire springs. The springs have a hook plate at each corner which fit into the post and over the cross dowels on the heavy duty steel pin insert. The entire spring unit is one piece.

Finish: Urban Collection is available in 3 standard finishes of high-quality melamine. Where wood product is specified, a 99% VOC free UV finish will be applied. Cleaned and sanded between coats for a smooth, defect free finish.

*\* For Safety and Fall Prevention, Savoy Strongly Recommends the Use of Guard Rails and Ladders when Beds are Bunked or Lofted.*



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Dimensions: 42"W x 24"D x 30"H

### **Description: Urban Open Leg Pedestal Desk with Metal Open Leg End, 1 Box Drawer and 1 File Drawer**

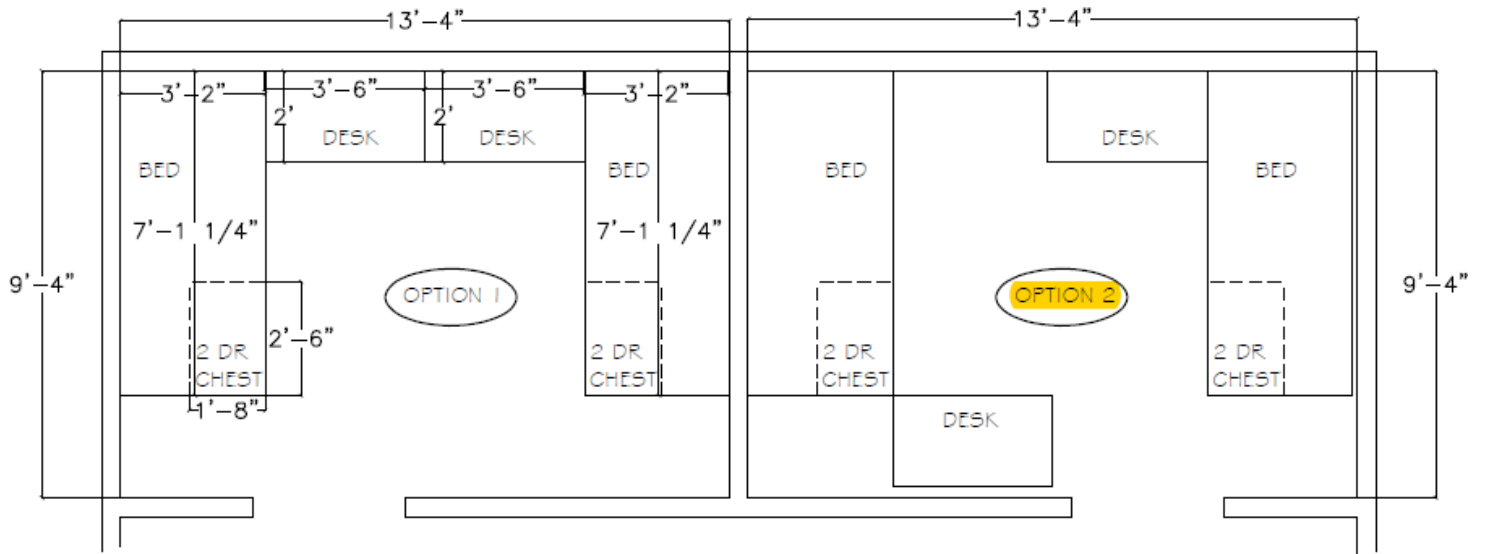
- High Pressure Laminate (HPL) top with PVC banding.
- Legs are 2-1/4" steel, attached to the top via steel plates.
- Legs are finished with electrostatically applied powder coat paint.
- Legs receive adjustable glides/feet.
- Desk pedestal receives Savoy Triple Joint Construction: Mortise and Tenon; Screw and Glued and Steel Cleats with Screws
- Five sided drawers with English Dovetail drawer boxes
- Heavy duty drawer suspensions; 100 lb. sealed ball bearing slides; positive stop and drawer release
- Easily replaceable drawer fronts
- Fully housed drawer bottom, full bead hot-melt glue for increased stability
- Drawer fronts are constructed using melamine panels with PVC banding and recessed nickel finger pulls
- Solid wood parting rails in the front at every drawer level for increased stability
- Case-good backs: 1/4 inch thick plywood

Finish: Urban Collection is available in 3 standard finishes of high-quality melamine.

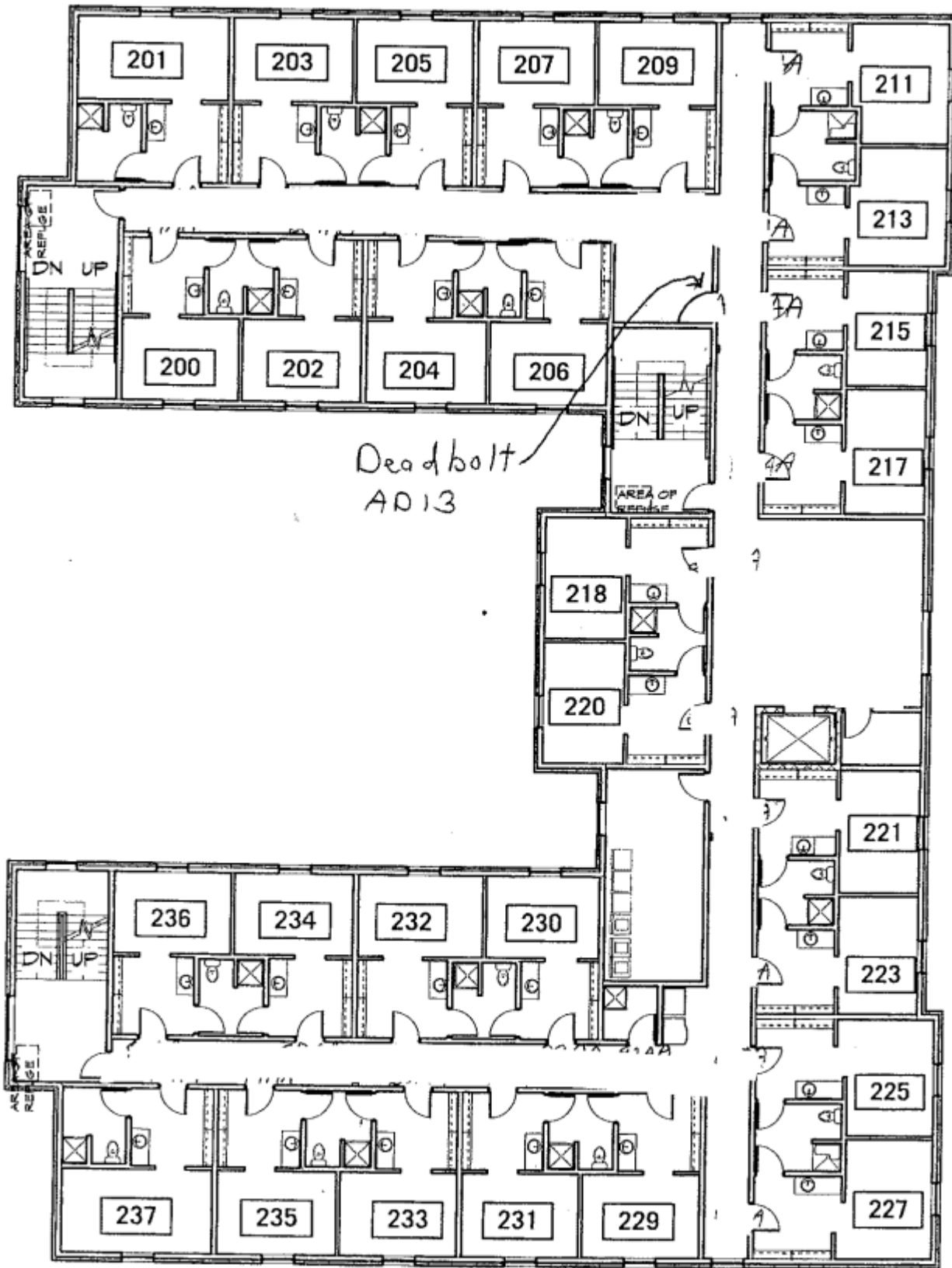
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DORM REMODEL PROJECT

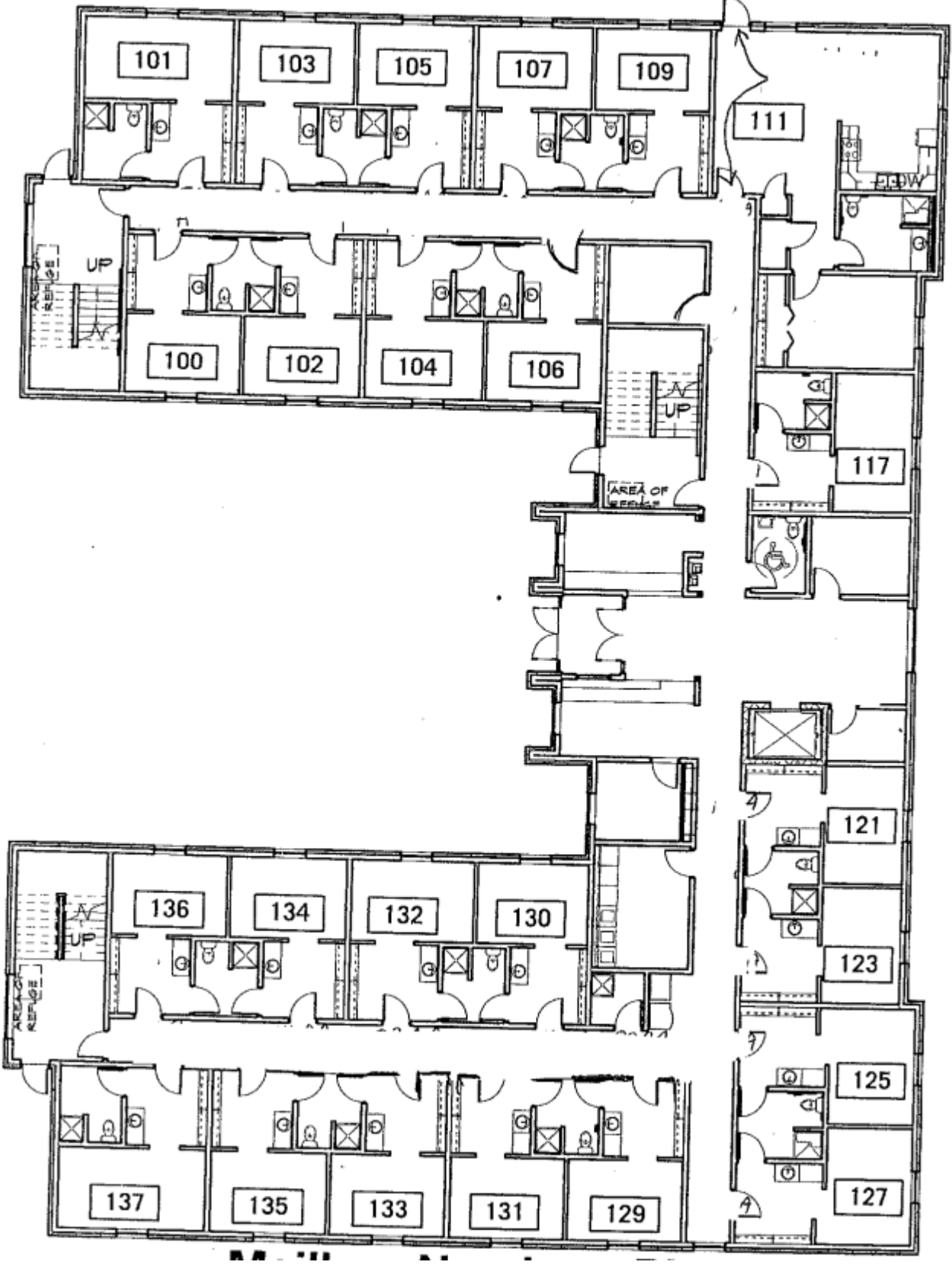


Embree Hall Level 2





**Embree Hall Level 1\*\***



**\*\*Please Note: Room 111 is the Coordinator's Apartment for the facility and will not need furniture.**

**- Level 3**

Date: 04/28/08
<b>ASD106</b>
Dwg No:
Re: