



**Fleet Vehicle Replacement**  
**(Submission deadline is noon on June 14, 2021)**

**Purpose**

This Request for Proposal (RFP) is issued by Colby Community College, herein referred to as CCC. The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal. Colby Community College (CCC) is seeking competitive sealed bids to purchase one mid-size sedan/sport-utility vehicle and one minivan for the CCC vehicle fleet.

**Background**

CCC owns and maintains multiple vehicles as a part of its fleet. In conjunction with the Master Facilities Plan of CCC, vehicles are maintained and refreshed on a regular basis to ensure that employees and students have reliable transportation as a part of working or learning at CCC. Each year, CCC administration and staff evaluate each vehicle in the fleet. Actual vehicle data is compared to the Master Facilities Plan, and that information determines when a vehicle needs replaced.

**General Information**

The submitted sealed bid shall not exceed **\$45,000**. Multiple bids may be submitted by the same vendor as long as the vendor adheres to the terms of the (RFP). **The vehicles proposed MUST be delivered to CCC on or before June 30, 2021.**

The proposal should include all of the following pieces of information:

- Manufacturer and model/trim of unit being proposed.
- Condition of vehicle being proposed.
- All additional vehicle options (if possible, include the vehicle window sticker)
- Please disclose retail value (utilizing NADA) of the vehicles proposed, or the original Manufacture Suggested Retail Price (MSRP) if the vehicles are new.
- Specific warranty details for each vehicle proposed.
- Document any related fees or processing fees.
- Document any delivery fees to have the 2 vehicles delivered to CCC.
- Timeframe to secure and deliver vehicles.

The following are the minimum requirements for each vehicle unless stated otherwise:

### *Mid-Size Sedan or Sport-Utility Vehicle*

- Automatic transmission
- Air conditioner/heater
- Cruise control/tilt
- Front wheel or all-wheel drive
- Three to six cylinders
- Keyless entry
- Four door vehicle
- Power locks
- Power windows
- At least 30 MPG Hwy
- Brand new preferred, would look at low mileage options with remaining factory warranty
- Clear, unbranded title
- If not new, no vehicle older than 2019
- If used, less than 10,000 miles

### *Minivan*

- Automatic transmission
- Air conditioner/heater
- Cruise control/tilt
- Front wheel or all-wheel drive
- Three to six cylinders
- Keyless entry
- Four door vehicle
- Power back gate
- Power locks
- Power windows
- Power sliding doors
- Removable or storable rear passenger seats
- At least 30 MPG Hwy
- Brand new preferred, would look at low mileage options with remaining factory warranty
- Clear, unbranded title
- If not new, no vehicle older than 2019
- If used, less than 10,000 miles

### **Preferences for both vehicles:**

- Colors - white, beige, silver, gold/tan (lighter colors preferred)
- Safety – vehicles with high industry rated crash testing, air-bag performance, and accident avoidance safety features
- Warranty – new or remaining factory warranty

\*\*\*Please note that preference will be provided to vehicles that are readily available (including dealer trade), lower mileage, newer, and the longest/largest remaining factory warranty (if applicable).

## **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.

### **RFP Questions (if applicable)**

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

Justin Villmer

Vice President of Business Affairs/CFO

[justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu)

(785) 460-5407

### **Submission Date**

All sealed bids need to be finalized and turned in by *June 14, 2021*, by 12:00 PM (noon) to Thomas Hall (CCC's Main Campus), attention: Justin Villmer. Electronic submissions are also accepted and may be sent to [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu)

Bids will not be evaluated until after the submission time, regardless of delivery method.

CCC understands the current vehicle sales environment is extremely vulnerable and sensitive to a variety of factors. Because of this, upon evaluation of all proposals, the CCC administration will notify the potentially awarded vendor(s) and request that they hold the vehicle(s) until the Board of Trustees formally meets to approve the purchase at the June 21 board meeting. If the proposals are very close in nature, CCC will request multiple vendors hold the vehicles.

This communication from the administration does NOT serve as any guarantee that the Board of Trustees will select the vendor for the award. However, it does allow for CCC to have the vehicles held to ensure CCC follows its institutional policies and for the Board of Trustees to execute their authority.

**Award Notification**

The Board of Trustees will select a vendor at the *June 21, 2021*, regularly scheduled Board of Trustees Meeting, and the selected vendor will be notified on or before June 22, 2021.

**Performance Bond (if applicable)**

Pursuant to CCC institutional policies, all projects greater than \$100,000 will require the vendor to purchase a performance bond.

**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).