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**Colby Community College (CCC) – Feed Wagon  
RFP (Submission deadline is noon on November 16, 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 a new feed wagon for their 60-acre farm.

**Project Goals:**

CCC is seeking competitive, sealed bids in order to purchase a new feed wagon for their 60-acre farm for feeding livestock. This equipment is needed for the training and curriculum that occur at the College's training facility, located at 2002 Co. Rd. 23, Colby, Kansas 67701

**General Information:**

CCC is requesting a new feed wagon for accurately weighing, mixing and distributing feed and hay to meet or exceed the following specifications:

- Feed mixer with scale
- Loader height of one hundred six (106) to one hundred twenty (120) inches
- Machine weight of ten thousand (10,000) to fifteen thousand (15,000) pounds
- Maximum net load of twelve thousand (12,000) to fifteen thousand (15,000) pounds
- Total length of two hundred fourteen (214) to two hundred eighty (280) inches
- Transport width of one hundred eleven (111) to one hundred eighteen (118) inches
- Working width of one hundred thirty (130) to one hundred thirty-seven (137) inches
- Standard tires
- Capacity of three hundred fifty (350) to five hundred ten (510) cubic feet
- Steel tub walls
- Front conveyor that can discharge to the left or the right
- Maintenance plan for servicing feed wagon
- Discharge can be either right or left-handed

Any questions can be directed to Shane Watson, Farm Manager, at (785) 460-5484 or [shane.watson@colbycc.edu](mailto:shane.watson@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 November 1, 2023.

**Project Timeline:**

The Feed Wagon bids proposed **MUST** include an ETA for delivery to CCC on or 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 complete the RFP in an 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 November 16, 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.

**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 November 20, 2023. 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).
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.

Shane Watson, Farm Manager

Phone: (785) 460-5484

Email: shane.watson@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).