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**Thomas Hall-Administrative Complex Flooring Replacement
Submission Deadline is noon on November 13, 2019**

Colby Community College (CCC) is currently seeking competitive sealed bids to replace the flooring in Administrative Complex in Thomas Hall. The selected vendor would be responsible for the purchase and installation of carpet squares, cove base, and VCT tile where applicable (Vendor responsibility). The entire area will be pre-prepped for flooring installation (CCC responsibility).

Overview: The carpet (Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) replacement will include the following areas of the Administrative Complex: Board Room, Commons Area, Executive Vice President Office (Brad Bennett), Vice President of Business Affairs Office (Carolyn Kasdorf), Accounts Payable Office (Jane McDougal), Public Relations Office (Doug Johnson), Controller Office (Chriss Ellison), and the President's Office (Seth Carter). Vault area and the Employee Lounge area will be done in VCT tile. Sealed bids must utilize the type of specified carpet, VCT tile (mutually agreed upon by the vendor and CCC), and cove base detailed above.

Board Room: will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Commons Area: will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area; however, where there is wooden cove base, it does not need replaced.

Executive Vice President Office (Brad Bennett): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Vice President of Business Affairs Office (Carolyn Kasdorf): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Accounts Payable Office (Jane McDougal): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Public Relations Office (Doug Johnson): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Controller Office (Chriss Ellison): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

President's Office (Seth Carter): will include a carpet replacement utilizing Shaw Carbon Copy Carpet Squares-Color Sidekick, 28 OZ) and cove base (#49 grey) for the entire area.

Vault Area: will include a VCT tile replacement-overlay (lighter color tile, preferably white, with grey flake) and cove base (#49 grey) for the entire area.

Employee Lounge Area: will include a VCT tile replacement-overlay (lighter color tile, preferably white, with grey flake) and cove base (#49 grey) for the entire area.

Project Timeline: the entire Administrative Complex will be prepared for carpet and cove base installation by December 18, 2019. The selected vendor(s) must have this area completed on or before January 2, 2020.

Exclusions: Any project exclusions or any portion of the bid that cannot be completed must be disclosed in an area labeled *exclusions*.

Sales Tax: Colby Community College is a tax exempt entity and all sealed bids should reflect the exclusion of sales tax.

Vendors are required to physically look at and measure the project site. The physical inspection must occur on or before November 12, 2019. Please coordinate these activities with Seth Carter, (785) 460-5400 or e-mail him directly at seth.carter@colbycc.edu. Any questions can also be directed to the aforementioned contact provided.

All sealed bids need to be finalized and turned in by November 13, 2019, by 12:00 PM (noon) to Thomas Hall (CCC's Main Campus), attention: Seth Carter. These bids will be opened by the Vice President of Business Affairs, Executive Vice President, and one staff member.

The Board meeting will be held on November 18, 2019, to select a vendor or vendors. The selected vendor(s) will be notified after approval has been received from the Board of Trustees.

Please direct questions or bids to Seth Carter, seth.carter@colbycc.edu or contact him directly at (785) 460-5400.

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).