

**Colby Community College (CCC) – Condenser and Air Handler Replacement in
Bedker Hall _ Request for Proposal (RFP)**
(Submission deadline is 12:00 p.m. CDT on 28 June 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.

Bedker Hall, on the main campus, houses numerous classrooms and faculty offices. It has several condensers and air handlers. The #5 condenser and air handler needs to be replaced.

Project Goals:

Replace the #5 12.5 ton condenser and air handler in Bedker Hall.

Scope of Work:

- *Vendors are required to inspect the existing air handler and condenser prior to submitting a proposal.*
- Remove and dispose of the #5 air condenser and install a new one in existing location.
- Evaluate the #5 air handler in the building's mechanical room; if needed, remove it and install a new one in existing location.
- Make duct adaptations as per installation needs.
- Connect freon lines, electrical, and condensate as required.

General Information:

- CCC is open to vendor recommendations regarding manufacturer of the desired items.
- If you do not have the exact item(s) desired, CCC is open to an alternative recommendation.

Project Timeline:

The project **MUST** be completed on or before 10 August 2022. *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 proposal – by hand or email – no later than 12:00 p.m. CDT, 28 June 2022 to Bill Hancock, located in Thomas Hall (CCC's Main Campus), or bill.hancock@colbycc.edu.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, then CCC will make a decision. The selected vendor will be notified within 24 hours after a recommendation has been made.

Elements of Proposal:

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

1. Specifications and cost of a proposed replacement air handler.
2. Specifications and cost of the proposed replacement condenser.
3. Cost of required supplies and equipment associated with the project.
4. Cost of labor to complete the project.
5. Any exclusions associated with the project.
6. A timeline for ordering and installation of the required equipment.

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 work (as defined in the Scope) on this project will be outsourced to a third party, the vendor name and work they are expected to complete, must be included in the proposal.

CCC reserves the right to request a different sub-contracting 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.

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:

- Bill hancock, bill.hancock@colbycc.edu or contact him directly at 785/250-7213.

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).

Current Condenser



Current Air Handler

