



---

**Colby Community College (CCC) –Learning Excellence Technology  
RFP (Submission deadline is 5 p.m. CDT on 13 May 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 Teaching Excellence Room is an instructional technology room located in Bedker Memorial Complex on the main campus. Currently, the classroom has outdated computing equipment that's not capable for podcasting and streaming.

**Project Goals:**

CCC is seeking competitive, sealed bids in order to provide the technology in the classroom in order to support post production workstations as well as other instructional technology equipment to support and enhance the instructors teaching capabilities.

**Scope of Work:**

The selected vendor will be responsible for delivering and installing the flooring as outlined below.

**CCC Responsibilities:**

- Removing and disposing of any current equipment.
- Completing any network cabling or electrical work associated with the project.

**Vendor Responsibilities:**

- The vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
- The vendor is responsible for providing a realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, verifying, delivery. (For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)

## **Preferences/General Specifications:**

<b>Quantity</b>	<b>Description</b>
9	Flash Furniture BL-X-5M-BK-GG Mid-Back Black Mesh Office Chair with Flip-Up Arms and Nylon Base
1	Safco MRCS8WAH Mirella 8' White Ash Rectangular Conference Tab
1	Correll WS2436-16 24" x 36" Rectangular Fusion Maple Finish High Pressure Top Desk Height Computer and Training Table
5	UPL926-bamboo-42x24 UPLIFT 24" Deep Standing Desk (V2 & V2-Commercial) Desktop Style bamboo > Bamboo 1" (+\$90.00) Desktop Size 42x24 > 42" x 24" Frame Color & Type black-v2-24 > V2 C-Frame – Black
5	BUNDLE-FRMA-2-C24-BLK Bundle Height Adjustable Standing Desk Frame - 2-Leg - Black - 24" Feet
5	KITGROMMET-BLK-WW Bundle Two Grommet Covers – Black
5	BUNDLE-FRM002 Bundle Basic Keypad
5	included-accessories-2-leg 2-Leg Included Accessories      PROMO-ACC045-NVY-2 Duplicate Promo Writing Desk Pad - Navy Blue
5	KITWMK-2 Bundle Advanced Wire Management Kit
5	BUNDLE-WMK007-BLK Bundle Magnetic Cable Organizing Channel - Black
5	BUNDLE-PDC003-BLK Bundle Clamp-on Power – Black
1	Samsung BE43T-H - 43" Diagonal Class BET-H Pro TV Series LED-backlit LCD TV
1	HP Color LaserJet Pro MFP M479fdw - Multifunction printer
2	HP Z27k G3 - LED monitor - 27" (27" viewable) - 3840 x 2160 4K
1	Synology Disk Station DS1621XS+ - NAS server - 6 bays
8	Synology SAT5210 - Solid state drive - 960 GB
2	BTO IMAC 24 M1 8G 16GB 256GB BLUE MMTP
2	APPLECARE PLUS for iMac
2	HP Workstation Z2 G5 - Tower - 5U - CTO
1	Apple 12.9-inch iPad Pro Wi-Fi - 5th generation - tablet - 256 GB -
1	Apple Pencil 2nd Generation - Stylus for tablet - for 10.9-inch iPad
1	APPLECARE+ FOR IPAD PRO 12.95TH GENERATION
1	Apple Magic Keyboard - Keyboard and folio case - with
1	Microsoft Wireless Display Adapter - V2 - wireless video/audio extender

### **General Information:**

- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- Any questions can be directed to Efrain Ledesma, IT Department, at 785/460-5445 (office), 785/443-1277 or e-mail him directly at efrain.ledesma@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., May 2022.

### **Project Timeline:**

The project **MUST** be completed on or before **30 July 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 sealed proposal – by hand or email – no later than 5:00 p.m. CDT, 15 May 2022 to Efrain Ledesma, located in the basement of the Library (CCC's Main Campus), or efrain.ledesma@colbycc.edu

### **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 BOT meeting will be held on 16 May 2022. The selected vendor will be notified within 24 hours 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.
2. 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.

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. Total cost of material and labor to complete the project.

**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:**

- Efrain Ledesma [efrain.ledesma@colbycc.edu](mailto:efrain.ledesma@colbycc.edu) or contact him directly at 785/460-5481 (office), or 785/ 443-1277 (cell).
- Justin Villmer, [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu) or contact him directly 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).

