

**Colby Community College (CCC) – RFP for New Cabinets in Ag Center Equine Unit
(Submission deadline is 12:00 p.m. CDT, on 7 March 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 cabinets in the the Ag Center (Equine Unit) are very old and well past their useful life. These cabinets need to be replaced with new units in order to provide a professional, collegiate feel.

Project Goals:

CCC is seeking competitive, sealed bids in order to remove and replace the current cabinets in the Ag Center Equine Unit. The new cabinets should provide a collegiate feel, be aesthetically pleasing and durable, and present a professional appearance.

Scope of Work:

- Vendors must physically inspect the existing cabinets prior to submitting a proposal. *(This can be scheduled by contacting individual(s) listed below.)*
- The new Ag Center Equine Unit cabinet will need at least one (1) ADA compliant sink.
- Present a drawing or depiction illustrating how the new cabinets will look.
- Remove existing cabinets.
- Install new cabinets, cabinet hardware, countertops, and sink.
- Cut out for and install the sink.
- Cut out faucet holes on new countertops.

CCC Responsibilities:

- Disposal of existing cabinets
- All electrical and plumbing work.

General Information:

- CCC is open to vendor recommendations regarding materials and installation.
- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- Any questions can be directed to Bill Hancock, Director of Special Projects, at 785/460-5445 (office), 785/ 250-7213 (cell), or e-mail him directly at bill.hancock@colbycc.edu.
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/>, and can be downloaded from there directly as of 12:00 p.m. CDT, 1 March 2022.

Project Timeline:

The project **MUST** be completed on or before 30 June 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 12:00 p.m. CDT, 7 March 2022 to Bill Hancock, located in Thomas Hall (CCC's Main Campus), or bill.hancock@colbycc.edu. *The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Director of Special Projects.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated by CCC on 7 March 2022 in order to make an informed decision. The selected vendor will be notified within 24 hours after the decision has been made.

Elements of Proposal:

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

1. A drawing or depiction illustrating how the new cabinets will look. (Multiple options are preferred.)
2. Estimated timeline required to order material, receive the material, and install the cabinets, thus completing the project.
3. Total cost of material and labor to complete the project.
4. Specific warranty details for material and workmanship.
5. Estimated project completion date.

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 785/460-5445 (office), or 785/ 250-7213 (cell).
- Justin Villmer, 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).