

Colby Community College (CCC) – Cafeteria Replacement Furniture
RFP (Submission deadline is 12 p.m. CDT on **11 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 CCC cafeteria is located on the main campus inside the Student Union. Currently, there is a substantial amount of non-matching furniture in the cafeteria that is not conducive for social distancing or efficient cleaning.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase replacement furniture with anti-microbial characteristics for efficient cleaning, and to provide a consistent feel across campus.

Scope of Work:

The selected vendor will be responsible for delivering and assembling the following pieces of furniture as outlined below.

CCC Responsibilities:

- CCC will provide a staging area where the furniture may be assembled in the Student Union.
- CCC will be responsible for disposing of the current furniture.
- CCC will be responsible for the electrical drops.

Vendor Responsibilities:

- The vendor is responsible for verifying counts of furniture.
- The vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
- The vendor should provide a description of how its furniture selection will benefit CCC's goal of a campus with a matched blending of furniture types.
- The vendor is responsible for providing 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.)
- The vendor will coordinate and finalize finish selections upon the award of the contract.
- The vendor will only offer pieces of furniture that have hard and soft floor surface options in both glides and casters. The vendor must document/note soft caster and soft glide upcharges on the product specification sheet.
- The vendor is responsible for delivering the furniture to the CCC campus.

- The vendor is responsible for building and installing the pieces of furniture per manufacturer guidelines.
- The vendor must place the furniture according to the layout of the cafeteria, and the final product must be structurally sound and delivered free of any blemish.
- The vendor is responsible for disposing of all trash and packaging associated with the delivered furniture.

Preferences/General Specifications:

- Furniture must have antimicrobial characteristics: Table tops must be High Pressure Laminate (HPL) and all fabric and vinyl must have at least 100,000 double-rub durability.
- The Appendix illustrates the overall concept CCC is looking for and contains an example of specifications that will meet the requirements of CCC.
- *CCC is open to vendor recommendations regarding the design, manufacturer, model, and exact specifications for the proposed furniture; minimal layout modifications will be considered.*

General Information:

- CCC is open to vendor recommendations regarding the design, manufacturer, model, and exact specifications for the proposed furniture; minimal layout modifications will be considered.
- 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 5:00 p.m. CDT, 23 February 2022.

Project Timeline:

The furniture proposed **MUST** be delivered to CCC and installed 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 p.m. CDT, 11 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, then CCC will make a recommendation to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on 21 March 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 description of how its furniture selection will benefit CCC's goal of a campus with a matched blending of furniture types.
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. Unit and extended prices for individual pieces of furniture. (see Appendix)
5. Delivery and installation fees. (see Appendix)

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 sub-contracted 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).



COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

APPENDIX

*** NOTE:** The Appendix illustrates the overall concept CCC is looking for and contains **an example** of specifications that will meet the requirements of CCC.

*** NOTE:** CCC is **open to vendor recommendations** regarding the design, manufacturer, model, and exact specifications for the proposed furniture; minimal layout modifications will be considered.

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED PRICE
7	Single Booth, 36" High x 47" Length - Finished One End - Upholstered Outside Back, Plain Inside Back.	\$_____	\$_____

**PRODUCT MUST MEET ALL SPECIFICATIONS
SHOWN ON ACCOMPANYING SPECIFICATION
SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL**

Cover:

Inside Back: Nassimi Esprit or Equal to match
HON Contourett / Ocean.

Seat, Skirt, Crumb Nassimi Esprit or Equal in a

Rail All Trim: Coordinating Gray to be selected.

Base: Closed, Black Vinyl



9	Double Booth, 36" High x 47" Length - Finished One End - Upholstered Outside Back, Plain Inside Back.	\$_____	\$_____
---	---	---------	---------

**PRODUCT MUST MEET ALL SPECIFICATIONS
SHOWN ON ACCOMPANYING SPECIFICATION
SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL**

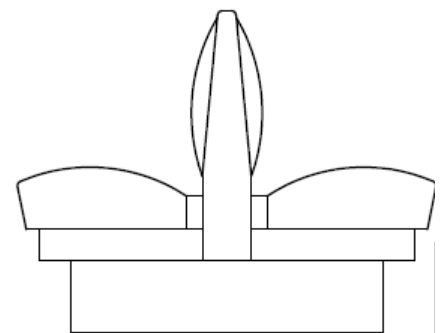
Cover:

Inside Back: Nassimi Esprit or Equal to match
HON Contourett / Ocean.

Seat, Skirt, Crumb Nassimi Esprit or Equal in a

Rail All Trim: Coordinating Gray to be selected.

Base: Closed, Black Vinyl





COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

APPENDIX

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	Three Quarter Circle Booth, 36" High x 47" Length - Finished Both Ends - No Outside Back, Plain Inside Back. PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Cover:</u> Inside Back: Nassimi Esprit or Equal to match HON Contourett / Ocean. Seat, Skirt, Crumb Nassimi Esprit or Equal in a Rail All Trim: Coordinating Gray to be selected. <u>Base:</u> Closed, Black Vinyl	\$ _____	\$ _____
			
8	Booth Table, 30" x 48" x 1-1/4" Thick, Self-Edge HPL (High Pressure Laminate), 5" x 22" Oblong Base Spread - 4" x 25" Column (Two Bases Per Top) PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award Self-Edge: HPL color to be determined upon award Base Finish: Black Wrinkle	\$ _____	\$ _____
			
5	Booth Table, 34" x 48" x 1-1/4" Thick, Self-Edge HPL (High Pressure Laminate), 5" x 22" Oblong Base Spread - 4" x 25" Column (Two Bases Per Top) PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award Self-Edge: HPL color to be determined upon award Base Finish: Black Wrinkle	\$ _____	\$ _____
			



COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

APPENDIX

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	Booth Table, 48" x 48" x 1-1/4" Thick, Self-Edge HPL (High Pressure Laminate), Table has a Special Angle Cut, 36" x 36" Base Spread - 4" x 25" Column, 24" Spider. PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award Self-Edge: HPL color to be determined upon award Base Finish: Black Wrinkle	\$ _____	\$ _____
			
28	Table, 36" x 36" x 1-1/4" Thick, Self-Edge HPL (High Pressure Laminate), 30" x 30" Base Spread - 4" x 25" Column. PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award Self-Edge: HPL color to be determined upon award Base Finish: Black Wrinkle	\$ _____	\$ _____
			
6	High Top Table, 36" Diameter x 1-1/4" Thick, Self Edge, HPL (High Pressure Laminate), 30" x 30" Base Spread - 4" x 37-1/4" Column (Stand-Up). PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS - OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award Self-Edge: HPL color to be determined upon award Base Finish: Black Wrinkle	\$ _____	\$ _____
			



COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

APPENDIX

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	High Top Table, 36" x 280" x 42"h, 3mm PVC, Edge on tops, Self-Edge on Legs. HPL 2-piece top to wrap around column, 4-legs w/stretchers between for support, 3" wide x 4" high divider with 14 Power/USB stations. Table to include wire management channel in center stretcher. PRODUCT MUST MEET ALL SPECIFICATIONS SHOWN ON ACCOMPANYING SPECIFICATION SHEETS – OR SUBMIT ALTERNATE FOR APPROVAL <u>Finish Details:</u> HPL Finish: HPL color to be determined upon award	\$ _____	\$ _____
	 <i>Please note: Image is not exact to actual product.</i>		
1	DELIVERY / INSTALLATION Includes delivery, set-up, installation, debris removal and clean-up. Project delivery / installation dates/time to be arranged and scheduled with the college.		\$ _____
PROJECT PROPOSAL TOTAL			\$ _____

PLEASE PROVIDE PRODUCT INFORMATION INCLUDING SPECIFICATIONS ALONG WITH YOUR BID SUBMISSION.

TABLE SURFACE UPGRADE OPTION: Please provide amount to upgrade the high-pressure laminate surfaces on HALF of all Rectangular Booth Table Tops, Stand-Alone Square Table Tops, and Round Table Tops. Also, include in this upgrade option having the CCC Trojan logo on the Corner Booth Table Tops.

\$ _____

CCC Trojan logo below:





COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

APPENDIX

BOOTH GENERAL SPECIFICATIONS:

- FRAMES:** Frame: 5/4" and 4/4" thick hardwood, glued corner blocks and stapled reinforcements at all stress points.
- SEATS:** Sinuous type springs are 9 gauge on 3-1/2" centers, secured with non-squeak 'E' clips and stable nails. Fill to consist of 2" thick polyester fiber, 1-1/4" thick foam, woven polypropylene and Lantuck Pads. 9-gauge springs have two fiber-coated steel wire stabilizer bars running length of each seat. Seat rails are band sawed out so when sat in you will not bottom out. The seats are removable. The seats are then covered in a heavy-duty contract grade vinyl material.
- BACKS:** Smooth, channeled or tufted 2" thick layer of foam, over hardwood frame with wood backing. The backs are then covered in a contract grade fabrics or heavy-duty contract vinyl materials.
- CLOSED BASE:** Four to Eight inches high, 4/4" wood, with support stringers, glued corner blocks and stapled reinforcements at all stress points and then covered with extra tough vinyl.

TABLE GENERAL SPECIFICATIONS:

- TABLE TOPS:** HPL—High Pressure Laminate grade designed to provide resistance to wear, heat, stains, impact in decorative surface applications. NO Vertical Grade Laminates allowed. Tabletops sealed with a backer sheet on the underside. Backer sheet allows for greater holding power for attachment to base. Tops applied under heat and pressure by means of a hot press machine (NOT Cold Pressed).
- Tops consist of an 1-1/8' thick contract grade core stock material with a density of 4.5 lbs. per square foot. Core stock is fine flake particle board which is a premium product and will not allow imperfections to show through when laminate is applied under heat and pressure.
- TABLE BASES:** Black Wrinkle, Cast Iron bases with Adjustable Glides. Steel columns are to be 4" diameter 16-gauge material.
- Booth Rectangular Table Bases: 5" x 22" Oblong Base Spread - 4" x 25" Column (two bases per top)
- Booth Corner Table Bases: 36" x 36" Base Spread - 4" x 25" Column - 24" Spider
- Free-Standing Rectangular Table Bases: 30" x 30" Base Spread - 4" x 25" Column
- Free-Standing Round High-Top Table Bases: 30" x 30" Base Spread - 4" x 37-1/4" Column



COLBY COMMUNITY COLLEGE

CAFETERIA REMODEL PROJECT

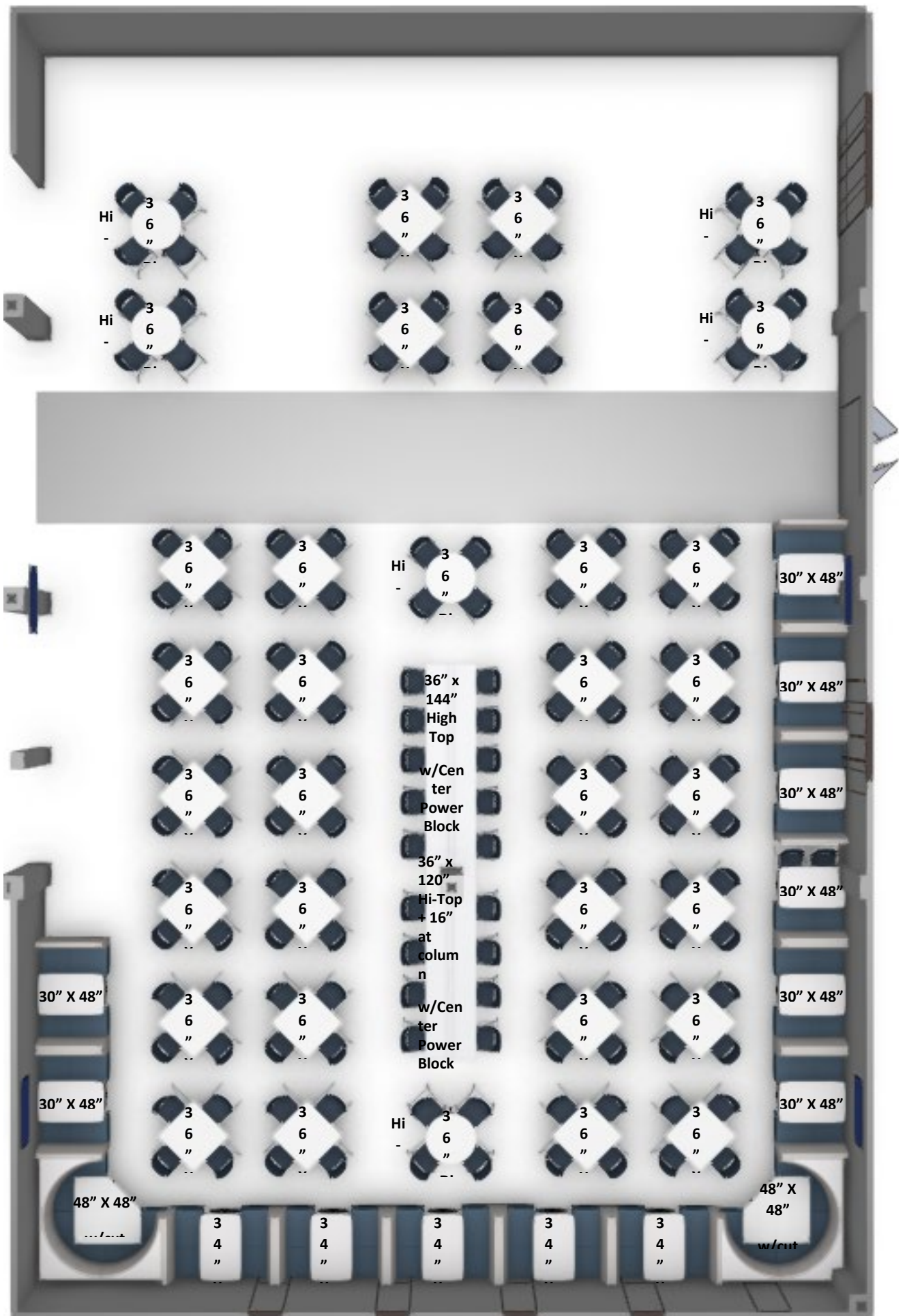
APPENDIX

HIGH TOP COLUMN TABLE GENERAL SPECIFICATIONS:

- WORKSURFACE:** 1-3/16" thickness, self-edge HPL - High Pressure Laminate top with backer on 1-1/8" particle board.
- BASE / LEGS:** 1-3/16" thick, laminate on all four sides and fastened together by stretchers which consist of laminate faced 3/4" particle board.
- HARDWARE:** Tops to fasten together around column with Tite Joints and Metal Plates.
- POWER:** Power to consist of 14 total units distributed along the length of the 3" wide x 4" high divider with 7 on each side. Power units to consist of a single outlet and dual USB ports. The power may be distributed along the center stretcher and is to be connected to the building power supply by a certified electrician supplied and paid for by the college.

BID SPECIFICATIONS SPACE LAYOUT

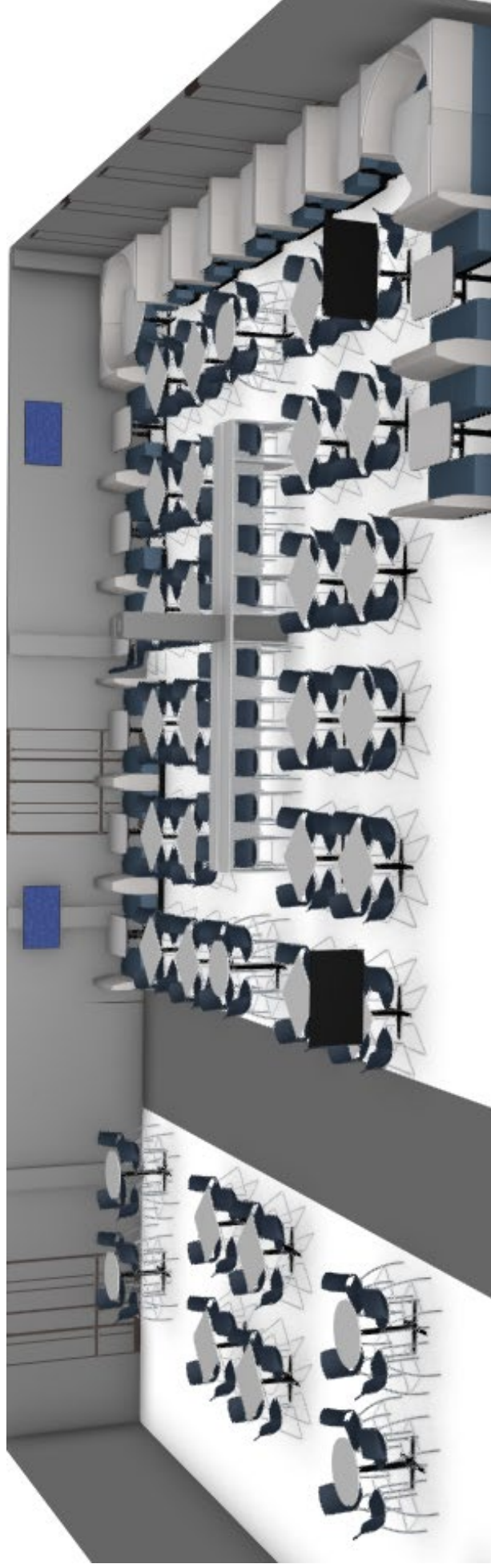
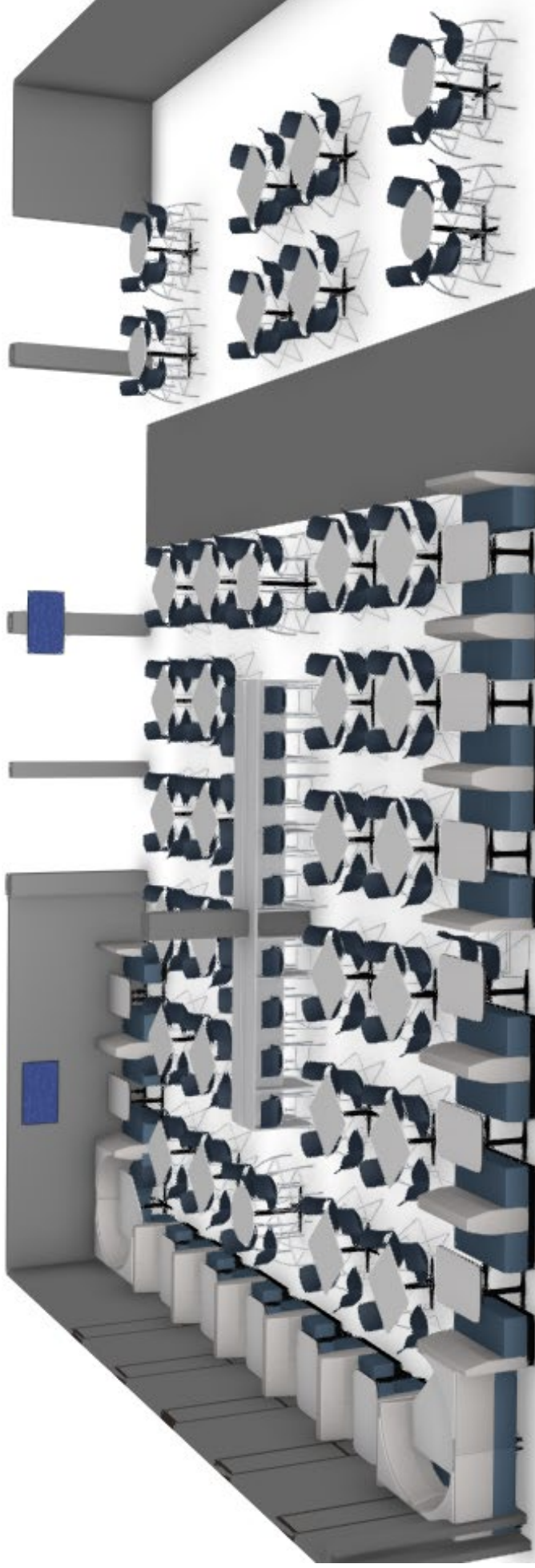
COLBY COMMUNITY COLLEGE CAFETERIA REMODEL PROJECT





**COLBY COMMUNITY COLLEGE
CAFETERIA REMODEL PROJECT**

**BID SPECIFICATIONS
SPACE LAYOUT**

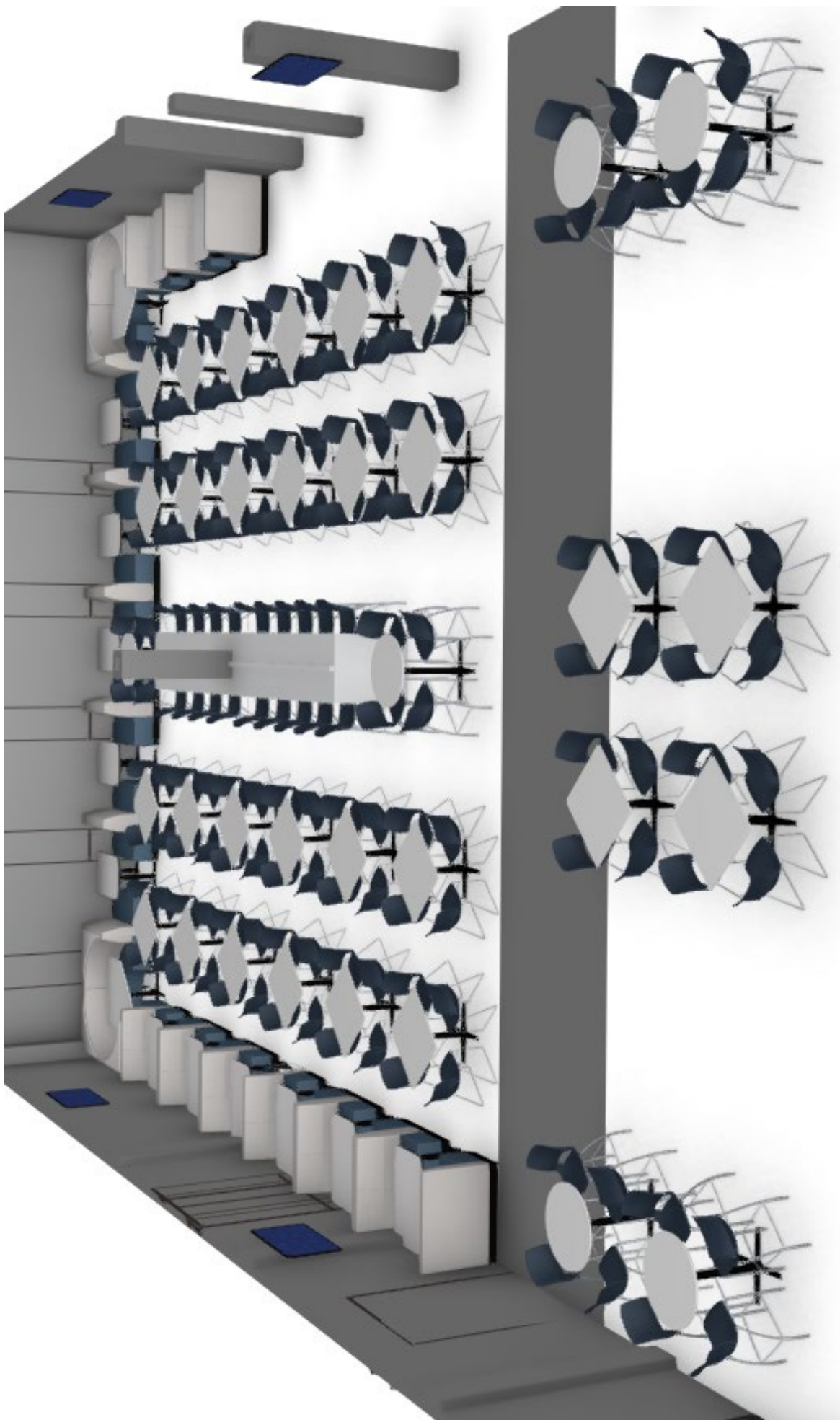




**COLBY COMMUNITY COLLEGE
CAFETERIA REMODEL PROJECT**

**BID SPECIFICATIONS
SPACE LAYOUT**

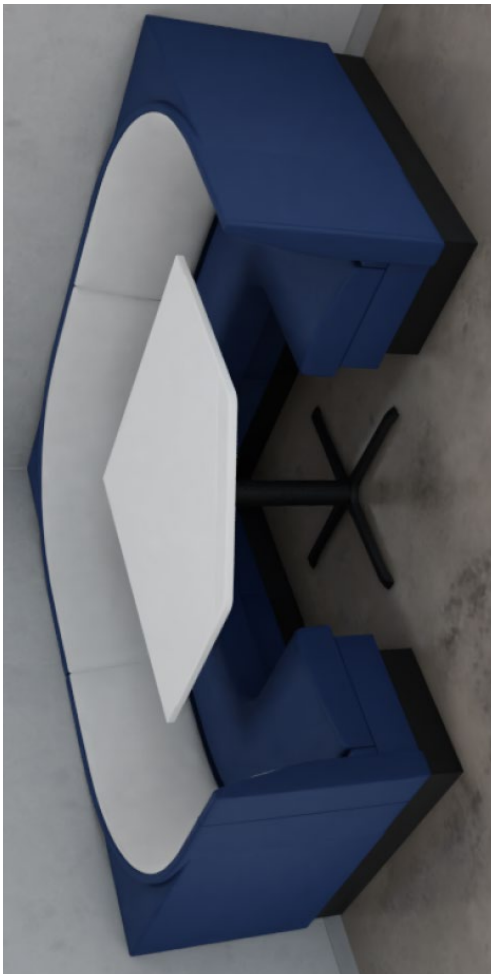
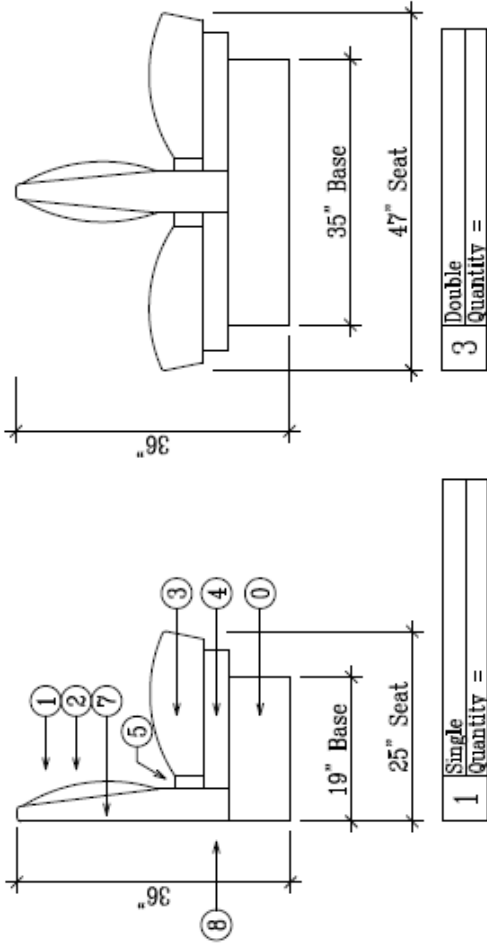
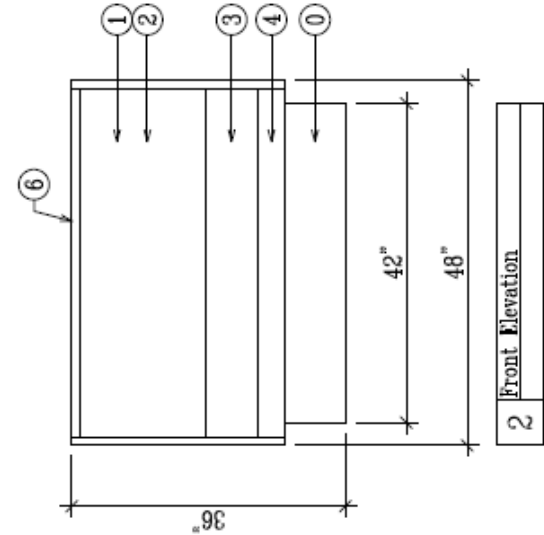
Please note: The color schemes shown in the layout renderings provided are not representative of the actual finishes and color schemes. Please see detailed information in the written specifica-





COLBY COMMUNITY COLLEGE
CAFETERIA REMODEL PROJECT

BID SPECIFICATIONS
PRODUCT DETAILS



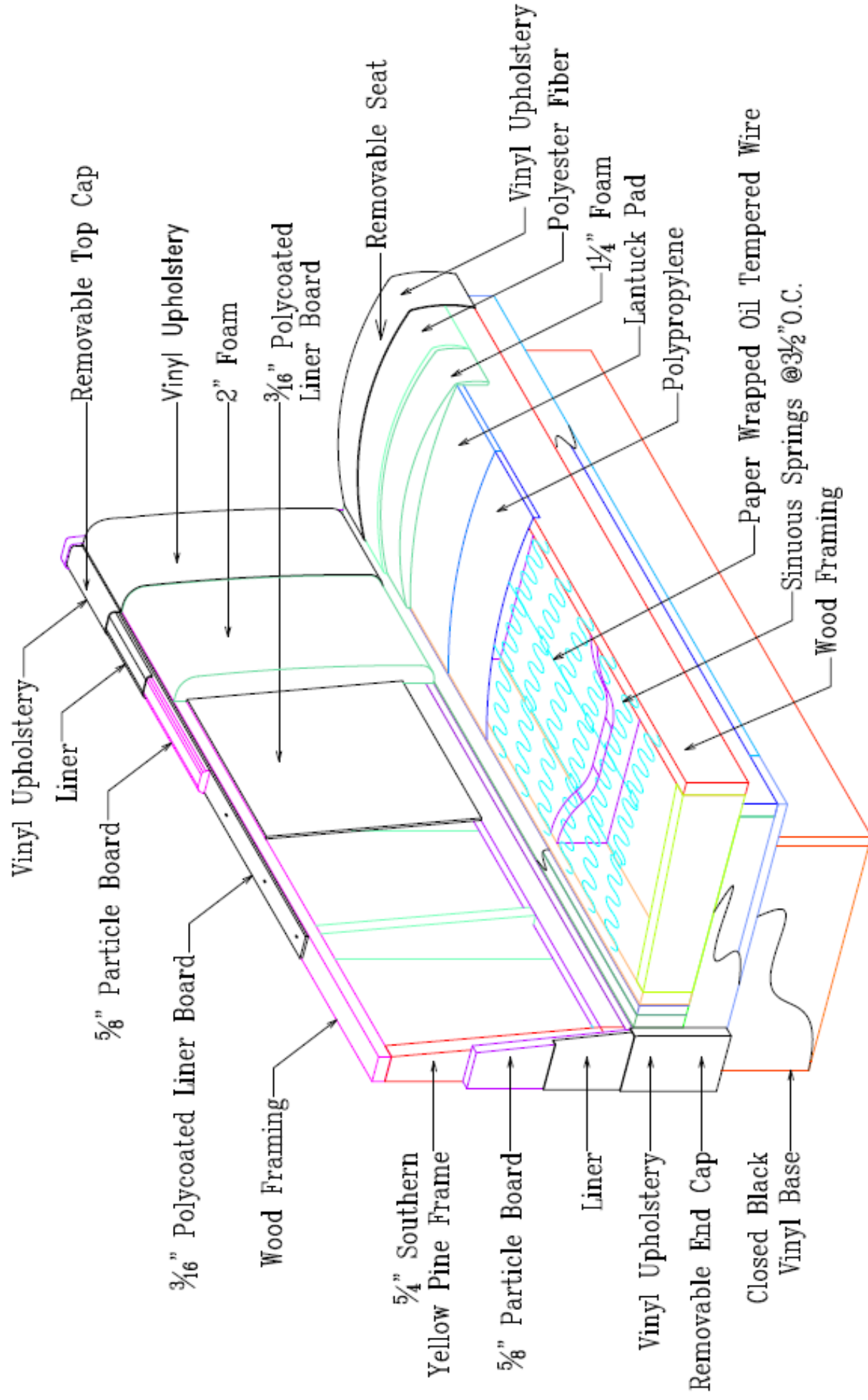
STYLE: 2400 Series - 36" High		SEAT HEIGHT: Dining	
1 INSIDE BACK: Plain		6 TOP CAP:	
2 INSIDE BACK:		7 END CAP:	
3 SEAT:		8 OSB:	
4 SKIRT:		9 WELT:	
5 CRUMBRAIL:		0 BASE:	8" High: Closed: Black Vinyl

THIS DRAWING FOR REFERENCE PURPOSES ONLY. COLORS MAY VARY FROM THOSE SHOWN IN DRAWING, REFERENCE ACTUAL SAMPLES FOR VERIFICATION.



COLBY COMMUNITY COLLEGE CAFETERIA REMODEL PROJECT

BID SPECIFICATIONS PRODUCT DETAILS



THIS DRAWING FOR REFERENCE PURPOSES ONLY. COLORS MAY VARY FROM THOSE SHOWN IN DRAWING, REFERENCE ACTUAL SAMPLES FOR VERIFICATION.



**COLBY COMMUNITY COLLEGE
CAFETERIA REMODEL PROJECT**

**BID SPECIFICATIONS
PRODUCT DETAILS**



NOTE: Interior support legs are an option due to the length of the unit. However, the interior legs must be positioned to account for seating on each side to minimize knee knocking. There are 4 stools positioned on each side of the 120" section and 5 stools on each side of the 144" section.

