



Colby Community College Agricultural Center and Main Campus Safety and Security Signage
(Submission deadline is 5 p.m. CDT on March 16, 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.

Proper signage is a critical aspect of providing a safe environment for students on the CCC campus. There are many areas throughout campus that are not properly labeled and lack the proper safety and security information that is needed. In order to provide a consistent, collegiate feel across campus and provide the necessary safety and security information, CCC is replacing all signage on campus lamp posts. Signage must be consistent with the CCC color theme, provide security information, and maintain consistent branding.

Project Goals:

CCC is seeking competitive, sealed bids in order to replace current and add new signage on the main campus and at Agricultural Center. This new signage must provide a consistent, collegiate feel across campus, plus provide the necessary safety and security information.

Scope of Vendor Work:

- Perspective vendors **must** physically conduct a *walk thru* the main campus and Agricultural Center prior to submitting a proposal. (*This can be scheduled by contacting individual(s) listed below.*)
- The vendor is responsible for ensuring that the signage is being coordinated and communicated to ensure compliance with the College.
- The vendor is responsible for the replacement, installation, and/or overlay of the current signage.
- The vendor is responsible for completing all of the campus signage on or before June 30, 2022.
- The vendor is responsible for disposing of all materials or signage no longer utilized.
- The vendor is responsible for ensuring all measurements are accurate and appropriate for replacement, the College is providing measurements as a guide.
- The vendor must provide a warranty for all signage/stickers.

CCC Responsibilities:

- CCC will provide a detailed overview of what signage is to be replaced/added.
- CCC will be responsible for providing the proper QR code that details security access on campus.
- CCC will be responsible for providing the appropriate color scheme for campus signage.

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 5:00 p.m. CDT, 28 February 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 5:00 p.m. CDT, 16 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. Estimated cost of materials and labor needed to complete the project.
2. Estimated timeline required to order material, create the signs/stickers, and install the signs/stickers, thus completing the project.
3. Specific warranty details for material and workmanship.
4. Estimated project completion date.

Signage at the Agricultural Center (CCC requires 5 new signs):

- Below are three (3) examples of the current Unit signs at the Agricultural Center; these signs will need to be replaced.
- In addition to these, a “**Beef Unit**” sign will need to be created.
- In the end, all four (4) signs will need to look the same.

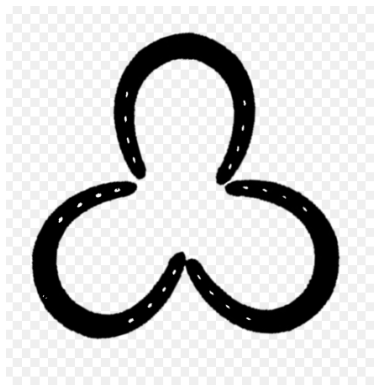


- In addition to the three (3) Unit signs above, there will need to be “Welcome Sign” located at the Agricultural Center entrance.
 1. The “Welcome Sign” will measure approximately 12’ x 8’.

NOTE:

- All Agricultural Center Unit signs should be bid both as *free standing* and *mounted* on existing buildings. (This allows CCC options.)
- All Agricultural Center Welcome Sign will only need to be bid as *free standing*.
- All Agricultural Center signs should match lettering style used on CCC main campus signs.
- All Agricultural Center Unit signs must include the CCC livestock brand. (The Renewable Energy sign does not need the livestock brand.)

CCC Livestock Brand



Signage at the CCC Main Campus (28 Street Lamp Banners and 38 Sidewalk Lamp Adhesive Stickers):

- CCC will need **28** new Street Lamp Banners.
- Street Lamp Banners design must include:
 - a. Two-sided with both right and a left side.
 - b. Sides would alternate ways they face as depicted in the examples below.
 - c. State: Colby Community College/Trojans
 - d. Have a picture of the Power Trojan (example below).
 - e. Have a picture of the CCC QR Code to our Security Link (<https://www.colbycc.edu/student-life/security/>)
- Below are pictures of an existing Street Lamp Banner.

View Looking South



View Looking North



- CCC will need **38** adhesive stickers for our Sidewalk Lamps.
- The sticker size must allow readability and the ability to capture the QR Code.
- All adhesive stickers must have:
 - a. A picture of the Power Trojan (example below).
 - b. A picture of the CCC QR Code to our Security Link (<https://www.colbycc.edu/student-life/security/>)
- Below is a picture of a CCC Sidewalk Lamp.

CCC Sidewalk Lamp



CCC Power Trojan Logo



- **Color:** Blue (PMS 286).
- **Online Equivalent:** RGB: R: 0 G: 56 B: 168 / RGB #0038a8
- **CMYK Equivalent:** C:100% M 66% Y: 0% K: 34%

Additional Information for Vendors:

- Link to the CCC Branding Guide:
<https://drive.google.com/drive/folders/1Pz4kv90nT5lBousMH00xkO8zH7TcVHFP?usp=sharing>
- Vendors can request access if they are unable to access the CCC Branding Guide.

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).