

**Colby Community College (CCC) – Utility Task Vehicle (UTV) for Agricultural Center
RFP**
(Submission deadline is noon on 11 February 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.

CCC currently owns and maintains a UTV at the CCC Farm to assist in general work at the Agricultural Center.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase one (1) or possibly two (2) new UTVs for the CCC Farm. **Please note: This is a work UTV. It needs to be functional and capable, but does not need all the “bells and whistles” that someone purchasing a recreational vehicle might desire.**

Scope of Work:

- Provide proposal for two (2) new (2021 or 2022) UTVs that will meet the minimum requirements listed on the following page of this RFP.
- Ensure the UTV is delivered to CCC and functioning properly.

Minimum Requirements for Vehicle:

- Automatic or CVT transmission
- At least 40hp
- At least 1,000 lb Cargo box capacity (weight)
- Cargo box at least 45 x 12 x 52 in.
- 4 wheel drive
- At least 2,000 lb towing capacity
- At least 800cc, 4-cycle gas EFI
- Liquid cooling system
- A speed governor to restrict maximum speed
- Factory warranty

Preferences/Options:

In the event we want to add one or both of the following options to the UTVs, please list their price, separately, on the proposal.

- A blade attachment
- Cargo box power lift

General Information:

- CCC is open to vendor recommendations regarding make and model of the new UTV.
- CCC is planning to purchase at least one (1) UTV, but may purchase two (2).
- 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., 24 January 2022.

Project Timeline:

The vehicle proposed **MUST** be delivered to CCC 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 pm (noon), 11 February 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 February 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. Manufacturer and model of UTVs being proposed.
2. A detailed Specification Sheet for the UTVs being proposed.
3. Ensure the UTVs are listed as separate items on the RFP and not combined.
4. Please disclose the Manufacture Suggested Retail Price (MSRP).
5. The individual price of our preferences/options as separate items.
6. Specific warranty details for the UTVs being proposed.
7. Document any related fees or processing fees.
8. Document any delivery fees to have the UTVs delivered to CCC.
9. Timeframe to secure and deliver the UTVs.

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).