



Colby Community College (CCC) – REVISED Fleet Vehicle Replacement (Adult Education) 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 farm for students to use as a hands-on laboratory and training facility.

The Adult Education (AE) section maintains a vehicle that is used to travel to various locations across Kansas. Currently, they have a minivan and would like to replace it with a new minivan.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase one (1) minivan. This may be a new vehicle or a used vehicle. As part of this process, CCC would like to conduct an *in-and-out* trade with CCC's current 2017 Dodge Grand Caravan SXT.

Scope of Work:

- Appraise CCC's 2017 Dodge Grand Caravan SXT to determine fair trade-in value for an *in-and-out* transaction.
- Locate or build one new minivan as a replacement. *(The vendor is encouraged to propose more than one choice of vehicle.)*
- Ensure the new vehicle is delivered to CCC and functioning properly.

Minimum Requirements for Vehicle(s) Proposed:

Minivan

- Automatic transmission
- Air conditioner/heater
- Cruise control/tilt
- Front wheel or all-wheel drive
- Three to six cylinders
- Keyless entry
- Four door vehicle
- Power locks
- Power windows

- At least 25 MPG Hwy
- Factory warranty
- If not new, it must be a 2020 or newer
- If used, it must have less than 20,000 miles
- Clear, unbranded title

Preferences for all Vehicles Proposed:

- Colors: White, beige, silver, gold/tan (lighter colors preferred).
- Safety: Vehicle(s) with high industry rated crash testing, air-bag performance, and accident avoidance safety features.
- Warranty: New or remaining factory warranty.

General Information:

- **CCC is open to vendor recommendations regarding make and model of the proposed vehicle.**
- 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.

Description of CCC Vehicle to be Traded-in:

Please contact 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. for details, description, and/or to schedule an appointment to inspect the vehicle.

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/trim of vehicle(s) being proposed.
2. All additional vehicle options (if possible, include the vehicle window sticker).
3. Please disclose the Manufacture Suggested Retail Price (MSRP).
4. Specific warranty details for vehicle(s) proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the vehicle delivered to CCC.
7. Timeframe to secure and deliver vehicle.

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).