

**Colby Community College (CCC) – Main Campus Chiller System Replacement \_  
Request for Proposal (RFP)**  
**(Submission deadline is 12:00 p.m. CDT on 1 August 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 main campus Chiller is not consistently working and in need of replacement.

**Project Goals:**

Replace the main campus Chiller.

**Scope of Work:**

- *Vendors are required to inspect the existing Chiller System prior to submitting a proposal.*
- Remove and dispose of the existing Chiller and any associated items requiring replacement, then install a new one in existing location.
- Make adaptations as per installation needs.
- Perform or sub-contract any electrical and plumbing work as needed. *(All sub-contractors require approval by CCC.)*

**General Information:**

- CCC is open to vendor recommendations regarding manufacturer of the desired items.
- If you do not have the exact item(s) desired, CCC is open to an alternative recommendation.

**Preferences:**

- Air-cooled Chiller: 120-Ton
- Controller: Honeywell

**Project Timeline:**

The project **MUST** be completed on or before 1 March 2023. *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 proposal – by hand or email – no later than 12:00 p.m. CDT, 1 August 2022 to Dr. Seth Carter, located in Thomas Hall (CCC's Main Campus), or [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu).

### **Anticipated Selection Schedule:**

- All submitted proposals will be reviewed and evaluated, then CCC will make a recommendation to the Board of Trustees at their scheduled meeting on 15 August 2022.
- The selected vendor will be notified within approximately 24 hours after a decision has been made.

### **Elements of Proposal:**

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

1. Specifications and cost of a proposed replacement Chiller.
2. Cost of required supplies and equipment associated with the project.
3. Cost of labor to complete the project.
4. Any exclusions associated with the project.
5. List of any sub-contractors desired to complete the project.
6. A timeline for ordering and installation of the required equipment.

### **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:**

- Technical Assistance: Mr. Scott Williams (Director of Maintenance), [scott.williams@colbycc.edu](mailto:scott.williams@colbycc.edu), or contact him directly at 785/443-1977
- Business Affairs: Dr. Seth Carter (CCC President), [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu) or contact him directly at 785/460-5400.

**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).

**Current Chiller**

