



**Embree Hall Flooring Phase II (Levels 1 & 2) RFP  
(Submission deadline is noon CDT on 20 March 2023)**

**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.

Embree Hall is a 3-story dorm located on the main campus. Currently, the first and second floors (Levels 1 & 2) flooring is in a state of disrepair and in need of renovation. This flooring currently consists of VCT tile in the hallways, linoleum in the dorm room bathrooms and sink area, and carpet in the living space.

**Project Goals:**

CCC is seeking competitive, sealed bids in order to replace all flooring on Levels 1& 2 with quality, resilient flooring that is inviting and will provide a consistent feel throughout the dorm.

**Scope of Work:**

The selected vendor will be responsible for delivering and installing the flooring as outlined below.

**CCC Responsibilities:**

- Removing and disposing of any current carpet and linoleum.
- Completing any electrical or plumbing work associated with the project.

**Vendor Responsibilities:**

- **The vendor is required to inspect Embree Hall Levels 1 & 2 prior to submitting a bid.**
- The vendor is responsible for verifying all measurements.
- The vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
- The vendor should describe how its flooring selection will benefit CCC's goal of a campus with a matched blending of flooring.
- 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 requests that vendors provide a Gantt chart or something similar.)
- The vendor will coordinate and finalize color selections upon the award of the contract.

- The vendor is responsible for delivering all flooring materials to the CCC campus.
- The vendor is responsible for disposing of all trash and debris created by the installation.

**Preferences/General Specifications:**

*(See Appendix for an example of specifications that will meet CCC requirements.)*

- Kinetex textile composite flooring in hallways, common area, and stairway areas.
- Carpet Tile in student living areas. (24" x 24" / Nylon Yarn)
- LVT in bathroom/sink areas and in the laundry room. (Thickness: 5mm / Wear Layer: 20 mil)

**\*These items should match those already in place on the third floor of Embree. Numbers/Specifics are as follows:**

- Bedroom/Entry Way = Oxford 7063/2401 Jersey
- Front of sink and bathroom = Legend V5010(5mm)/1059 Fiction
- Hallways and lobby = 1560 Zone

**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.
- NOTE: CCC will be painting the rooms in conjunction with this project, hence, there may be other contractors on Levels 1 &2 of Embree Hall while the flooring is installed.
- Any questions can be directed to Nikol Nolan, Vice President of Student Affairs by emailing [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu) or contact her directly at 785/460-5490 (office)
- 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., Monday, March 6, 2023.

**Project Timeline:**

The project **MUST** be completed on or before **June 20, 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 sealed proposal – by hand or email – no later than noon CDT, Monday, March 20, 2023, to Nikol Nolan, located in the CCC Student Union (CCC's Main Campus), or [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu).

**Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated. CCC will make a recommendation to the Board of Trustees (BOT) at the meeting on April 17, 2023. The selected vendor will be notified within 24 hours after the BOT has approved a recommendation.

**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 flooring selection will benefit CCC's goal of a campus with a matched blending of flooring.
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. Total cost of material and labor to complete the project.

### **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:**

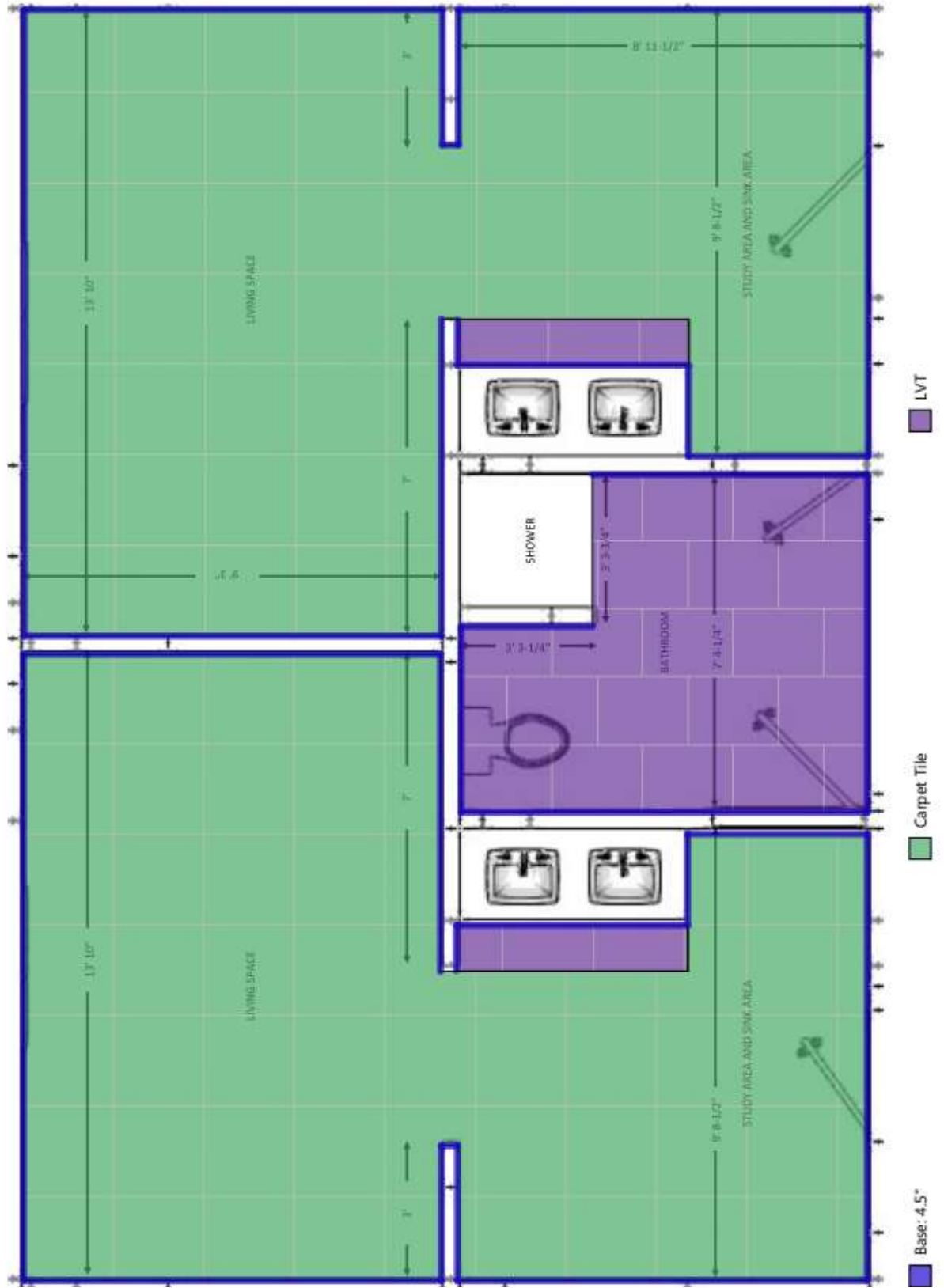
- Nikol Nolan, nikol.nolan@colbycc.edu or contact her directly at 785/460-5490 (office)
- Scott Williams, scott.williams@colbycc.edu or contact him directly at 785/460-5471.

#### **Statement of Disclosure:**

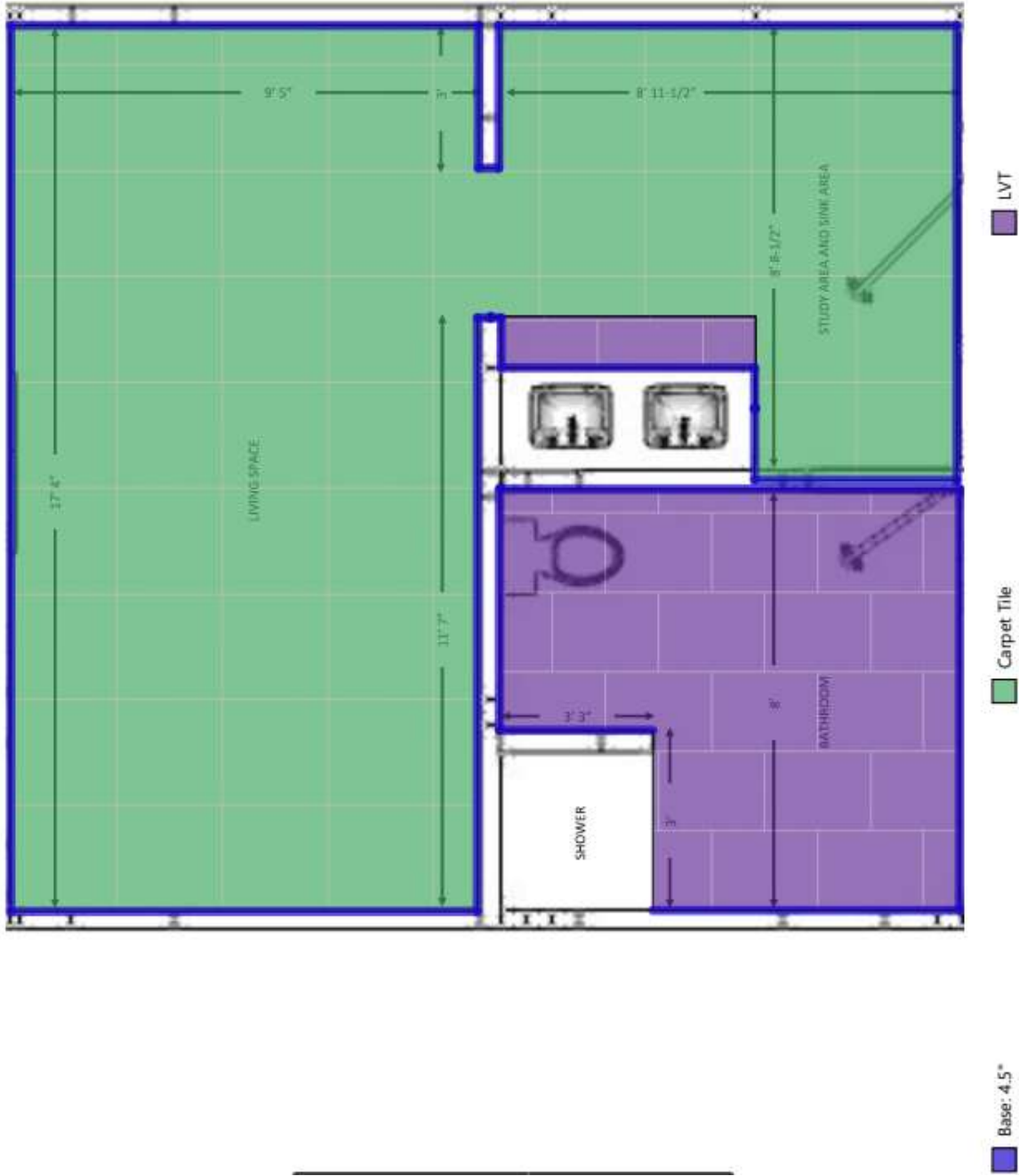
The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled 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).

# APPENDIX

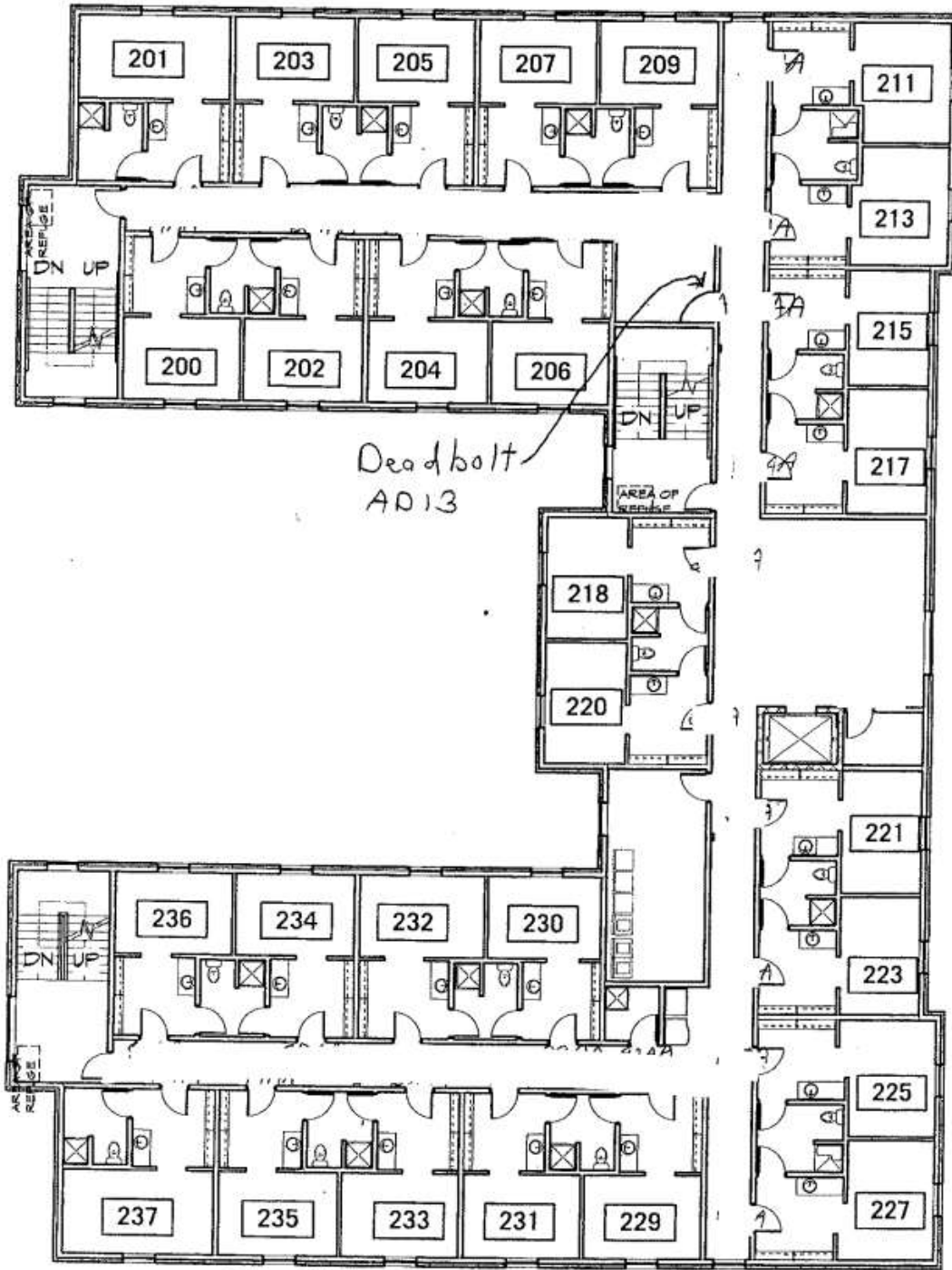
## Double Occupancy Room Layout



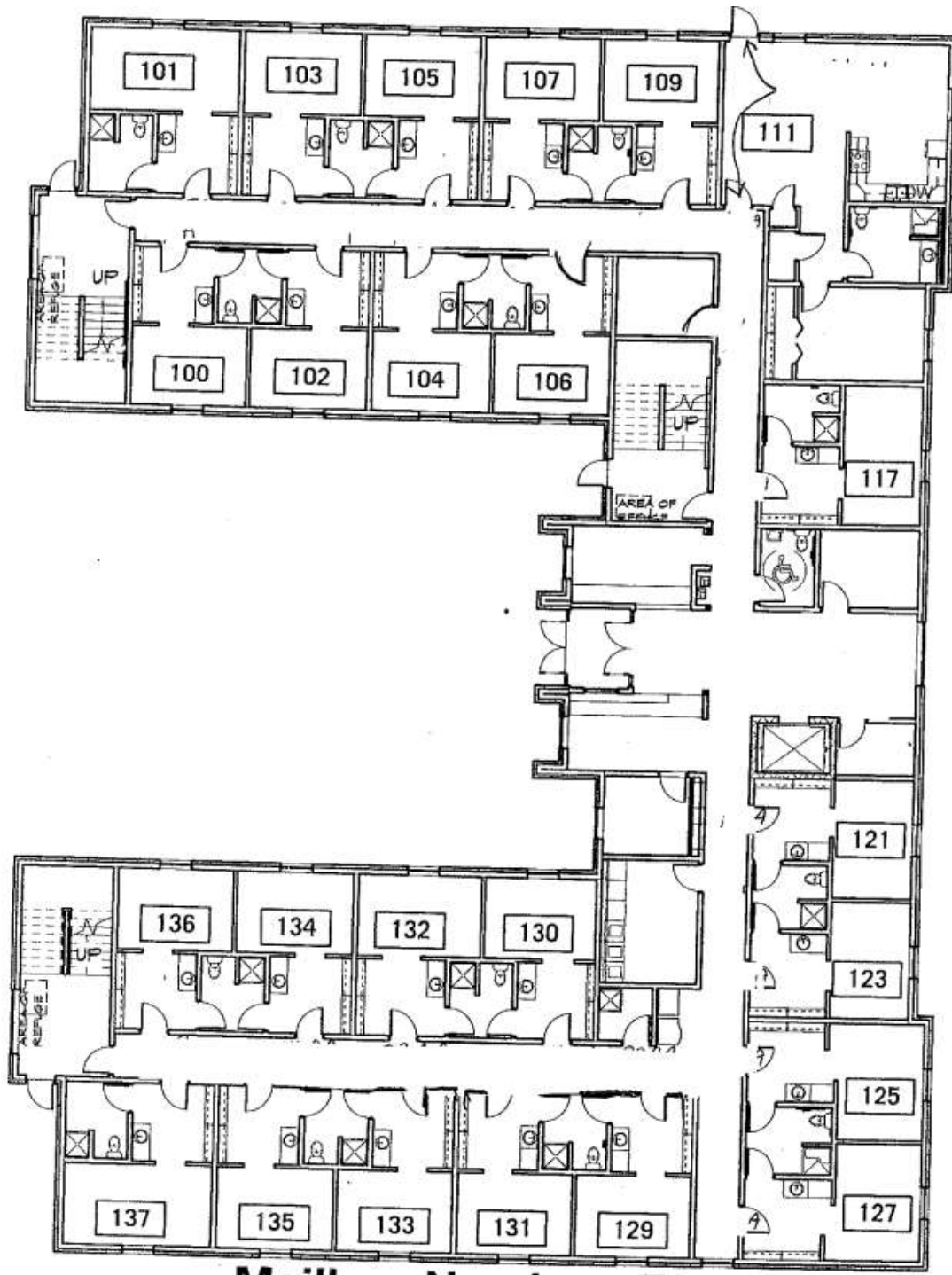
# Single Occupancy Room Layout (Five in total)



# Embree Hall Level 2



**Embree Hall Level 1\*\***



**\*\*Please Note: Room 111 is the Coordinator's and has different dimensions**