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## Colby Community College- Hay Barn Replacement RFP

(Submission deadline is noon CDT on December 2, 2022)

### **Overview and Background:**

Colby Community College (CCC) 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 CCC Hay Barn is located on the College's 60-acre Agricultural Center (2002 County Road 23, Colby, Kansas, 67701). Currently, the previous facility was burnt to the ground in a fire. The area has been cleared but may require additional dirt work or removal of previous concrete at the site.

### **Project Goals:**

CCC is seeking competitive, sealed bids in order to purchase the replacement hay barn structure and have it erected.

### **Scope of Work:**

The selected Vendor will be responsible for delivering and assembling the hay barn, in addition to the following.

#### *CCC Responsibilities:*

- CCC will provide the location of the new hay barn.

#### *Vendor Responsibilities:*

- The Vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for the products specified.
- 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 finish selections upon the award of the contract.
- The Vendor is responsible for delivering the hay barn to the CCC Farms.
- The Vendor is responsible for preparing the site for the hay barn installation.
- The Vendor is responsible for assembling and erecting the facility.
- The Vendor is responsible for disposing of all trash and packaging associated with the delivered hay barn.
- The Vendor is responsible for all permits, insurance, and other necessary coverage to complete this project.

### **Preferences/General Specifications:**

- The hay barn will have, at minimum, the following dimensions: 85 ft x 46 ft = approximately 3,910 square feet.
- At minimum, the hay barn will have pre-cast concrete footings located at each column below frost depth.
- The hay barn will have guttering around the hay barn with four downspouts per side.
- The Vendor must specify the design loads of the building.
- At minimum, the roof will have Uni-rib 29 gauge metal panels with a blue paint finish.
- The hay barn will provide clearance throughout the area for a semi-trailer to drive through to properly unload hay (the standard dimensions for a semi-trailer are as follows: Length: 48 - 53 feet (576 - 636 inches) Width: 8.5 feet (102 inches) Height: 16 feet (192 inches).
- The Vendor will provide the specification of the pre-engineered trusses, pitch, centers, and distance between poles, as well as the specification of the poles (i.e., width, length, etc.).
- The hay barn base interior will have a 6" ground height for drainage.
- The hay barn will have metal on the west side and ½ horizontally wrapped on the north end.
- The hay barn will be rated, at minimum, for 100 mph winds.
- The hay barn will have a minimum height of 25 feet.
- The Vendor is responsible for all required permits, insurance, site/dirt work, and concrete footers.

### **General Information:**

- The issuing office is the sole point of contact for the provisions of this RFP and the resulting proposal.
- Any questions can be directed to Seth Macon Carter, President, at (785) 460-5400 (office) or email directly at [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)
- Vendors must meet with Seth Carter or the approved designee on or before Nov. 29, 2022, to physically witness the site.
- 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, November 10, 2022.

### **Project Timeline:**

The proposal **MUST** be delivered to CCC and installed on or before **June 30, 2023**. *Preference will be provided to vendors who can complete the project at an earlier time frame.* 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 p.m. CDT, **Friday, December 2, 2022**, to Seth Macon Carter, located in Thomas Hall, Administrative Complex or [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, and then CCC will make a recommendation to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on December 12, 2022, or December 19, 2022. 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 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.)
3. Complete specification details of the hay barn.
4. Total cost of the installed hay barn (this includes all required insurance, permits, installation, delivery, etc.)

**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.

**Pricing:**

All pricing provided should be guaranteed for when the hay barn is ordered and installed.

**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:**

- Seth Macon Carter, [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu) or contact 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).

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**Previous Building Layout and Design**

