

Horse Shelters RFP

(Submission Deadline: Noon CST on Monday, February 20, 2023)

Purpose

Colby Community College seeks to purchase five (5) horse shelters and invites vendors to submit a proposal to purchase them.

Overview

The specifications of the five (5) horse shelters are:

- 12' x 24' horse shelters with center divider
- Four-sided with an open front
- Steel pipe frame
- Steel siding
- Lined in ¾" plywood
- 4" pipe base on movable skids
- Assistance with loading shelters.
- Comparable specifications will be considered.

Project Timeline

The following is the schedule that applies to this RFP. But may change in accordance with the organization's needs or unforeseen circumstances.

- Issuance of RFP February 15, 2023
- RFP Closes February 20, 2023
- Complete Evaluation February 20, 2023
- Final Award Notification February 23, 2023
- Project Completion March 6, 2023 (no later than this date)

Budget and Estimated Pricing

Vendors must submit the cost for the following:

- Five 12' x 24' horse shelters with a center divider
- Four-sided with an open front
- Steel pipe frame
- Steel siding
- Lined in ¾" plywood
- 4" pipe base on movable skids
- Assistance with loading shelters.
- Comparable specifications will be considered.



The vendor must agree to keep these prices valid for 45 days as of February 17, 2023.

Exclusions

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in a section labeled exclusions.

Communication

Applicable terms and conditions herein govern communications and inquiries between Colby Community College and vendors relating to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed by submitting an email to: Ms. Sheri Knight, Chief Financial Officer, sheri.knight@colbycc.edu

Proposal Submission

Proposals will be sent to Ms. Sheri Knight, Chief Financial Officer, sheri.knight@colbycc.edu until noon CST on February 20, 2023. Email submissions will be accepted, or proposals can be mailed to 1255 S Range, Colby, KS, 67701, Attention: Ms. Sheri Knight

Selection and Notification

The Colby Community College Board of Trustees will meet for its regular meeting on Monday, February 20, 2023, and vote on a vendor recommended by the College. The selected vendor will be notified on or about February 23, 2023, after approval by the Board of Trustees.

Mandatory Disclosures

Colby Community College is a tax-exempt entity, and all sealed bids should reflect the exclusion of sales tax.

Statement of Disclosure

The Board reserves the right to reject any or all bids, to accept that bid that 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).



BID FORM

Horse Shelters
Colby Community College
1255 S. Range
Colby, KS 67701

We hereby submit our bid for the proposed horse shelters for Colby Community College. All bid specifications and instructions to bidders are incorporated with this bid.

Base Bid:

Five 12' x 24' horse shelters with center divider: \$ _____

Must Include:

- Four-sided with an open front
- Steel pipe frame
- Steel siding
- Lined in 3/4" plywood
- 4" pipe base on movable skids

Bidder must sign below and return this bid form with their bid document indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for a sealed bid above and will comply with such terms and specifications.

Company Name (printed)

Individual Name (printed)

Individual Phone and Email

Individual Name (signed)

Date
