

**Athletic Apparel Provider RFP**  
**(submission deadline June 7, 2024)**

Colby Community College Department of Athletics  
1255 South Range  
Colby, KS 67701

**Procurement Contact**

Kenny G. Hernandez  
785.460.5548

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**1. Background/Introduction**

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginning in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 2,200 students. In addition to an 80-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect.

Athletically, Colby is a member of the NJCAA and competes as a member of the nationally recognized Kansas Jayhawk Community College Conference. The Trojans boast 4 NJCAA National Championships, 31 Region 6 Championships, and 19 Conference titles.

Colby currently sponsors the following men's sports:

- Baseball
- Men's Basketball
- Men's Cross Country
- Men's Indoor/Outdoor Track
- Wrestling

Colby currently sponsors the following women's sports:

- Women's Basketball
- Women's Cross Country
- Women's Indoor/Outdoor Track
- Softball
- Volleyball

Colby also sponsors the following co-ed programs:

- Equestrian
- Livestock Judging
- Rodeo

**Purpose:**

Colby Community College is seeking to enter into a multi-year agreement with a qualified and experienced local athletic, apparel, footwear, and uniform dealer to procure a full range of sports uniforms and related apparel and shoes from one manufacturer for all teams at the CCC Department of Athletics on an as-needed basis. This vendor will provide Colby Athletics with Adidas apparel as Colby continues their contracted Adidas agreement until June of 2026.

**Project Timeline:**

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

- Request for RFP: May 20, 2024
- Due date for proposals: June 7, 2024
- Selection of Vendor: June 17, 2024

The initial contract period will be from the date of the award, officially June 17, 2024, through June 30, 2026, with the option to renew for one year at a time for up to two years unless either side opts to terminate the agreement.

**Elements of the Proposal:**

Colby Community College is seeking the following features in an athletic apparel provider:

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

- Description of the products and services included in the agreement.
- Description of pricing method for products and services, including any discounts, promotions, and incentives provided.
- Additional benefits that may be provided such as team stores, advertising, sign-on bonuses, or other items (those items listed provided as examples only and are not intended to be all-encompassing)
- Sales representative information, including how the sales representative(s) will provide service to Colby Community College, including but not limited to information on the ability to embellish items such as screen printing or embroidery.
- Information detailing any termination clause
  - Late responses will not be accepted and will be returned to the submitting company unopened.
  - The college is not liable for any cost incurred by any person or firm responding to this RFP.
  - Additionally, the College reserves the right to reject as non-responsive any proposals that are not organized and formatted as described in this RFP.

**Time and Place of Submission of Proposals:**

In order to be considered in the selection process, interested parties shall submit a copy of their Athletic Apparel proposal via sealed bid no later than 4:00 p.m. Friday, June 7th, 2024, to:

*Colby Community College  
Attn: Kenny G. Hernandez  
Re: Athletic Apparel Provider  
kenny.hernandez@colbycc.edu*

**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).