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**Colby Community College-Flooring Replacement RFP-Living Center East (Strutt, Krehbiel, and Schnellbacher Halls) and Living Center North (Mosier and Tangeman Halls)**

*(Submission deadline is 12 p.m. on **April 1, 2024**)*

**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 CCC Living Center East and Living Center North are located on the main campus. Currently, the flooring is in a state of disrepair and in need of renovation. This flooring currently consists of carpet in the main and student living areas and tile/linoleum in the bathrooms and entry ways

**Project Goals:**

CCC is seeking competitive, sealed bids in order to replace all flooring in these living areas 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 each of the living areas 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 is responsible for ensuring the existing concrete flooring is properly sealed prior to installation
- The vendor should provide a description of 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 is requesting that vendors provide a Gantt chart or something similar to it.)

- 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 installation.
- The vendor is responsible for cleaning each area after installation is completed.

**Preferences/General Specifications:**

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

- Carpet Tile in both main and student living areas. (24" x 24" / Nylon Yarn)
- LVT in bathroom and entryway of each unit. (Thickness: 5mm / Wear Layer: 20 mil)

**\*\*Vendor should provide two separate bids to match existing flooring in the residence halls**

**Embree Hall Numbers/Specifics are as follows:**

- Bedroom/Entry Way = Oxford 7063/2401 Jersey
- Front of sink and bathroom = Legend V5010(5mm)/1059 Fiction
- Cove Base=Charcoal gray, Johnsonite 49

**Hines Hall Numbers/Specifics are as follows:**

- Bedrooms/Entry Ways=Shaw Carbon Copy, 28 OZ, in the color Sidekick
- Bathrooms=LVT tile
- Cove Base=charcoal gray, Johnsonite 49

**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, flooring installation should begin no sooner than June 15, 2024
- Any questions can be directed to Nikol Nolan, at 785.460.5490 (office), or e-mail her directly at [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu).
- 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., February 28, 2024

**Project Timeline:**

The project **MUST** be completed on or before **August 1, 2024**. 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 12:00 p.m. CST, **Monday, April 1, 2024**, to Patty Mead located in Thomas Hall (CCC's Main Campus), [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu).

**Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, then CCC will make a recommendation to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on **April 22, 2024**. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

**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. An itemized accounting of the cost of each area (providing flexibility for CCC to be a phased-in approach if needed.)
5. 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](mailto:nikol.nolan@colbycc.edu) or contact her directly at 785.460.5490

• Sheri Knight, [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu) or contact her directly at 785.460.5407.

**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).



**Floor Plan**

Room Dimensions: 13'10" X 7'10"