



Colby Community College (CCC)
Two Twenty-Ton Carrier Roof Top Replacement Units RFP
(Submission deadline is 12 p.m. on August 7, 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 2,400 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

Project Goals:

Colby Community College is seeking bids for two new 20-ton Carrier RTUs for the Cultural Arts Center (CAC) on the main campus at 1255 South Range Avenue, Colby, KS 67701.

General Information:

CCC is requesting bids for two new 20-ton Carrier RTUs that meet or exceed the following requirements:

- 20-ton unit;
- 460 volts, 3 phase;
- Rooftop product that is pre-wired and charged with refrigerant;
- Cooling and heating modes with 2-stage cooling capability with independent circuit and controls;
- Natural gas unit;
- Fully hinged access panel;
- Constant Volume;
- High-efficiency compressor;
- Cooling operation range up to 120° F ambient and down to 35° F ambient;
- On-board diagnostics include refrigerant pressure sensors;
- Circuit breaker protection for all power components;
- Reconnect to existing ductwork;
- Re-install control system to new unit;
- Re-pipe gas line to new unit;
- Removal of existing units.

Any questions can be directed to Arthur Larson, Director of Maintenance, at (785) 626-0088 or at arthur.larson@colbycc.edu.

The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded from there directly as of 5:00 p.m. on July 24, 2024.

Project Timeline:

The two 20-ton Carrier replacement RTUs proposed **MUST** include an ETA for delivery to CCC before October 31, 2024. If you are not able to meet or exceed this deadline, please provide a timeline that you can accommodate. Preference may be provided to vendors who can deliver the item in a more expedited manner.

Submission of Proposals:

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on August 7, 2024, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at sheri.knight@colbycc.edu.

*The Vice President of Business Affairs will open the proposals.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will make a recommendation to the Board of Trustees (BOT) at the August 19, 2024, meeting. 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. Manufacturer and model number of units being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP) and any potential discount that would be received.
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Document any installation fees to have the items installed.
8. Timeframe to secure and deliver items.

Mandatory Disclosures:

Tax Exempt:

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that no sales tax is 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's name and the work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

RFP Questions (if applicable):

Vendors should only direct inquiries and questions to the following individual(s) at CCC.

Sheri Knight, Vice President of Business Affairs

Phone: (785) 460-5407

Email: sheri.knight@colbycc.edu.

Any communication received by anyone else at CCC should not be included in the proposal.

Point(s) of Contact:

Sheri Knight, sheri.knight@colbycc.edu, or contact her 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).