



Colby Community College-Access Control RFP-Living Center East (Strutt, Krehbiel, and Schnellbacher Halls) and Living Center North (Mosier, Hines and Tangeman Halls)

(Submission deadline is 12 p.m. on April 16, 2025)

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 College is seeking to add access control/keyless entry to each main exterior door.

Project Goals

CCC is seeking competitive, sealed bids in order to install access control/key card readers to exterior doors of Living Centers East and North on the Colby Community College campus.

Scope of Work

The selected vendor will be responsible for delivering and installing all access control equipment, card readers, and associated/necessary locking hardware on all 33 doors.

CCC Responsibilities

- Replacing current doors to ensure appropriate hardware for installation.
- Completing any electrical 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 doors are properly installed by listed deadlines
- The vendor should provide a description of how its door selection will benefit CCC's goal of a campus to offer keycard entry/secured doors.
- 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 selections upon the award of the contract.
- The vendor is responsible for delivering all 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

- Door access control that will work with the current system in place at Colby Community College (Avigilon Unity Access, version 7.10 is current system)
- Electric Door Strike
- Wireless option preferred
 - If electric lever set is recommended/bid, must have Schlage E keyway

Living Center East Numbers/Specifics are as follows:

- Exterior Doors=15

Living Center North Numbers/Specifics are as follows:

- Exterior Doors=10

Hines Hall Numbers/Specifics are as follows:

- Exterior Doors=8

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: Work will begin on or around June 1, 2025, following installation of new doors and/or frames, but could begin as late as June 10, 2025. **CCC will need to ensure all work is done prior to June 30, 2025.**
- Any questions can be directed to Nikol Nolan, at 785.460.5490 (office), or at nikol.nolan@colbycc.edu.
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/>, and can be downloaded as of 5:00 p.m., Friday, April 4, 2025

Project Timeline

The project **MUST** be completed on or before **June 30, 2025**. 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, Wednesday, April 16, 2025, to Patty Mead located in Thomas Hall (CCC's Main Campus), or to Nikol Nolan (Nikol.nolan@colbycc.edu), located in the Robert E. Burnett Memorial Student Union.

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 Monday, April 21, 2025. 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 access control option selection will benefit CCC's goal of a secure campus.
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* or 785.460.5490
- Justin Villmer, *justin.villmer@colbycc.edu* or 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).