



Colby Community College (CCC) – Bathroom Replacement-Phase II RFP (Submission deadline is 12 p.m. CST on March 5, 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 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 to remodel four on-campus bathrooms:

Library Basement - one male and one female restroom

Bedker Memorial Complex - one male and one female restroom

This will include upgrading current restrooms with new finishes/fixtures and making ADA accessible, where practical and required. A vendor must ensure that existing rooms are brought into ADA compliance and that they will not jeopardize the total fixtures needed to service the building.

General Information

The following are the requirements for the RFP:

- Remove & dispose of:
 - Ceiling tiles and grid
 - Wall tile
 - Flooring
 - Plumbing fixtures
 - Restroom accessories
 - Toilet partitions
 - Entry doors and frames
 - Electrical fixtures and devices
 - HVAC registers, grilles and fans
- Furnish and install:
 - Framing and sheathing, if necessary
 - Entry doors, frames and hardware
 - Tile flooring
 - Tile wall covering
 - Suspended ceiling grid and tiles
 - Toilet partitions – solid plastic (HDPE)
 - Restroom accessories

- Plumbing fixtures, including all required rough-in and installation materials (contactless where applicable)
- HVAC registers, grilles and fans, including all required rough-in and installation materials
- Electrical fixtures and devices, including all required rough-in and installation materials

The following color scheme/preferences are required unless prior approval is established prior to the project:

- The walls and flooring should be white or another neutral color (the color scheme should be similar to the renovation that occurred last year in Thomas Hall).
- Toilet partitions should be blue in color.
- All toilets and sinks should utilize motion detection as well as a manual option (if not available, please specify).
- All final finishes will be determined in collaboration with the College.

All questions should be directed to Mr. Justin Villmer, Vice President of Finance and Operations, at (785) 460-5407 or justin.villmer@colbycc.edu.

The RFP will be posted on CCC's website, www.colbycc.edu/vendors, and can be downloaded as of 5:00 p.m. on February 5, 2025.

Project Timeline

The Bathroom Remodel project **MUST** include a completion time on or before August 1, 2025, for the entirety of the remodel. Preference may be provided to vendors who can complete these projects 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 **March 5, 2025**, to Mr. Justin Villmer, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at justin.villmer@colbycc.edu.

*The proposals will be opened by the Vice President of Finance and Operations, the Vice President of Academic Affairs, and the Accounting Administrative Assistant.

A physical inspection of the sites must occur before a bid is submitted. The deadline for a physical inspection is February 28, 2025, before noon. Any bid received where a physical inspection did not occur will not be opened and rejected.

Anticipated Selection Schedule

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to the Board of Trustees (BOT) at the March 17, 2025, 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. Scope of work.
2. A detailed overview of the finishes and materials utilized.
3. A timeline for completion.

4. A certificate of liability for the vendor.
5. A detailed cost overview of the project.
6. Acknowledgment that the vendor is responsible for code compliance and any and all permits.
7. A proposed timeline for beginning the project (which cannot occur until May 19, 2025).

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*.

Performance Bond

In accordance with statute 60-1111 (Public Works Bond) and 16-1909 (Public-private agreement; bond requirements), Colby Community College will require the selected vendor to obtain a bond on any project that exceeds \$100,000.

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 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.

Mr. Justin Villmer, Vice President of Finance and Operations

Phone: (785) 460-5407

Email: justin.villmer@colbycc.edu.

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

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).