



Door Replacement RFP
Living Center East (Strutt, Krehbiel, and Schnellbacher Halls)
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. Established in 1964, CCC is a dynamic institution that serves over 2,000 students annually. In addition to a 60-acre main campus, CCC operates a 60-acre agricultural center that serves as a hands-on laboratory and training facility for students.

Project Goals

CCC is seeking competitive, sealed bids in order to replace all exterior doors and eight (8) frames (Hines Hall only) in these living areas with quality, resilient doors that will allow the institution to install key card readers.

Scope of Work

The selected vendor will be responsible for delivering and installing the doors and applicable frames as outlined below.

CCC Responsibilities

- Removing and disposing of any current doors.
- Completing any electrical work associated with the project.
- Providing all door handles/hardware

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 describe 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, CCC requests that vendors provide a Gantt chart or something.

- 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:

- Steel Slab doors in White
- Door Closers
- Kick Plate
- Piano Hinge
- Door Sweep
- Door Frames for eight (8) doors found in Hines Hall

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
- Door Frames=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: CCC will need to ensure all work is done prior to June 10, 2025.
- For any questions, please contact Nikol Nolan at 785.460.5490 (office) or 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 10, 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 on Wednesday, April 16, 2025, to Patty Mead in Thomas Hall (CCC's Main Campus) or Nikol Nolan (nikol.nolan@colbycc.edu) in the Robert E. Burnett Memorial Student Union.

Anticipated Selection Schedule

All submitted proposals will be reviewed and evaluated, and CCC will then make a recommendation to

the Board of Trustees (BOT) at its meeting on April 21, 2025. 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. Written manufacturer warranty information and product specification sheets from the manufacturer for the products specified.
2. A description of how its door 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, CCC requests that vendors provide a Gantt chart or something similar.
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 that no sales tax is included in the final submission.

Exclusions:

If any exclusions are part of this proposal, vendors must clearly define them in a section labeled 'Exclusions'.

Subcontracted 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 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 exceeding \$100,000 will require the vendor to purchase and provide proof of a performance bond covering 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).