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**Colby Community College (CCC) – HCF Welding Program Electrical System**  
**(Submission deadline is noon on April 4, 2025 CST)**

**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:**

ColbyCC is planning to add a welding program location at the Hutchinson Correctional Facility in partnership with the Kansas Department of Corrections. In order for the program to begin, the electrical system for the facility will need to be upgraded to meet electrical demands of the program.

ColbyCC formally solicits your written proposal/bids for the layout and installation of electrical equipment/supplies to provide the necessary power to function the operations of the welding program located in the lower level of the Educational Building in the Central Unit of the Hutchinson Correctional Facility.

**Project Scope:**

Professionally install the necessary lighting and electrical support for the operation of a welding laboratory, including any electrical service necessary for tool cribs and storage areas within the confines of Hutchinson Correctional Facility -Central Unit - 500 North Reformatory Road Hutchinson, Kansas 67501.

Electrical services should also support the full operation of all equipment used in a welding training environment, including welding booths and ventilation equipment.

### Electrical Service for Equipment

A complete inventory of items that will need electrical service is as follows.

Qty	Description	Additional Item Information
<b>Welding Booths and Tables</b>		
15	Fume Extractor Fan	<a href="#">Fume Extractor Fan</a>
<b>Welding Equipment</b>		
16	Power Wave 300c	<a href="#">Welder Manufacturer Info</a>
2	Lincoln Electric Plasma Cutter: Tomahawk 625	<a href="#">Plasma Cutter</a>
<b>Welding Supplies</b>		
15	Angle Grinder Wheel	<a href="#">Metabo Angle Grinder</a>
<b>Miscellaneous Equipment</b>		
1	SPEEDAIRE Electric Air Compressor	<a href="#">Air Compressor</a>
1	Lincoln Electric Electrode Oven	<a href="#">Electrode Oven</a>
1	Dayton Shop Vacuum - Wall Mount	<a href="#">Shop Vacuum</a>
1	48-inch Blade Fan	<a href="#">Dayton 48-inch Blade Fan</a>
<b>Virtual Welder</b>		
3	Virtual Welder VRTEX 360+ Dual User	<a href="#">Virtual Welders</a>

All electrical equipment within the Welding lab must be associated with a self-contained separate master disconnect that can be locked to prevent equipment usage in each lab.

### Electrical Service and fixtures for Lighting Plan

In addition to the electrical service for equipment, we also need to have appropriate lighting for the Welding laboratory.

1. The lighting plan has been drawn to accommodate welding booths and lighting obstructions encountered with the construction program.
2. High Bay style LED lighting is preferred.
3. Switches are to be accessible inside the door entry to each major area.
4. Each major area shall include a minimum of 24-hour-maintained lighting separate from switches.
5. Emergency Lighting - The lighting plan does not include specified required emergency lighting with emergency ballasts. The final bid **MUST** include emergency lighting and emergency ballasts to meet code requirements for the facility.

\*\*\*A formal layout of the facility, including equipment and lighting is provided at the end of the RFP, and large blueprints will be available for review at the mandatory contractor meeting.

### **Contractor Requirements:**

The Contractor MUST comply with ALL of the following requirements:

- The Contractor must have or be able to obtain Kansas Department of Corrections (KDOC) PRN.
- The installing contractor must meet requirements for training, security clearances, and operational processes as required for the Kansas Department of Corrections Hutchinson Correctional Facility.
- The contractor is responsible for any damage caused during installation.
- The contractor is responsible for removing all work-related debris from the job site.
- Any and all repairs that are recommended/required outside the scope of the project and/or additional considerations will be quoted separately.
- All qualifying contractors must be within a 2-hour service radius of the Hutchinson Correctional Facility.
- The contractor must lock out / tag out as required.
- All work shall be done in a professional manner and shall comply with local, state, and federal codes.
- Contractors are obligated to pass all inspections as required by KDOC, the State of Kansas, or Hutchinson Municipality.
- Provide licensed staff as required with the work being requested.
- All equipment must be of the current year model, providing all manufacturer warranties.
- Minimum of 1-year warranty on all contracted labor.
- Provide company history.

### **Contractor Responsibilities:**

The Contractor will be responsible for ALL of the following:

- All ordering and receiving of supplies.
- Applying for and maintaining required permits for all employees or subcontractors.
- Paying associated fees for permits, licenses, or other things.
- Employee labor
- Travel costs associated with the project.
- Equipment needed to complete the job.

### **Additional Considerations:**

All prospective contractors MUST attend a contractor walk-through on Monday, March 24, 2025, at 9:00 am CST. The meeting will be held at the following address:

Hutchinson Correctional Facility – Central Unit

500 Reformatory St.  
Hutchinson, KS 67501

Proposals from contractors who do not attend this required meeting will not be accepted and evaluated.

A background check is required for anyone to enter the facility for the contractor meeting. Please work directly with Justin Villmer, Vice President of Finance and Operations, at 785-460-5407 or 785-338-3488 or [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu) to secure the appropriate form. The background form must be sent to Justin Villmer no later than 12:00 pm CST on March 21, 2025, to provide adequate time for the background check to be completed prior to entry.

### **Elements of Proposal:**

A submission should, at a minimum, include the following elements (no specific order):

1. Manufacturer product and or model of units being proposed.
2. Specific warranty details for any fixtures/equipment and labor.
3. Document the total cost for the completed project.
4. Document any delivery fees to have the items delivered to HCF.
5. Proposed timeline for completion.
6. Document your acknowledgement and willingness to agree to the terms of the DA-146.  
<https://admin.ks.gov/browse/files/c3aa453a79974266a632641e4ec1afcb/download>

Priority consideration will be applied to those companies that can complete the project/scope of work by June 30, 2025.

### **Project Timeline:**

The HCF Electrical Services bids proposed **MUST** include an estimated timeline for completion 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:**

The RFP will be posted on CCC's website, <https://www.colbycc.edu/about/vendors.html>, and can be downloaded as of 5:00 p.m. on March 7, 2025.

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on April 4, 2025, to Justin Villmer, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu).

- The proposals will be opened by the Vice President of Business Affairs and the Accounting Administrative Assistant.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated. Administration at CCC will recommend to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on April 21, 2025. The selected vendor will be notified within 24 hours after the BOT has approved a recommendation.

### **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. A project exemption certificate will be provided at the request of the vendor.

#### **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.

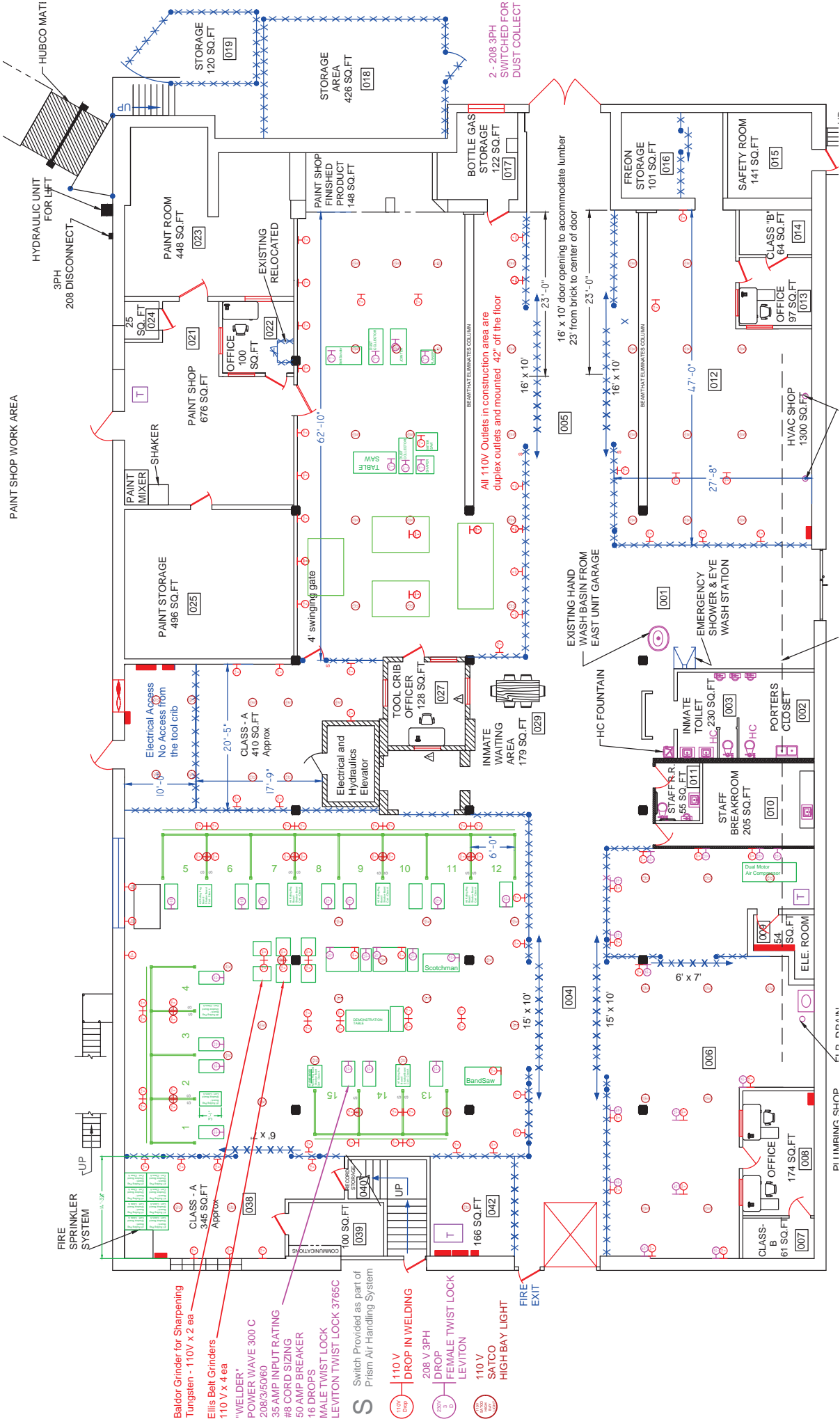
#### **RFP Questions (if applicable):**

Vendors should only direct inquiries and questions to the following individual(s) at CCC. Any communication received by anyone else at CCC should not be included in the proposal.

Justin Villmer, [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu) or (785) 460-5407 or (785) 338-3488.

#### **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).



PAINT SHOP WORK AREA

HUBCO MATT  
HYDRAULIC UNIT FOR LIFT  
3PH  
208 DISCONNECT

STORAGE 120 SQ.FT [019]  
STORAGE AREA 426 SQ.FT [018]  
BOTTLE GAS STORAGE 122 SQ.FT [017]

PAINT SHOP FINISHED PRODUCT 148 SQ.FT  
PAINT ROOM 448 SQ.FT [023]  
PAINT MIXER  
SHAKER  
PAINT SHOP 676 SQ.FT [021]  
OFFICE 100 SQ.FT [022]  
EXISTING RELOCATED

2 - 208 3PH SWITCHED FOR DUST COLLECT

PAINT STORAGE 496 SQ.FT [025]  
CLASS - A 410 SQ.FT Approx  
TOOL CRIB OFFICER 128 SQ.FT [027]  
INMATE WAITING AREA 179 SQ.FT [029]

CLASS - B 61 SQ.FT [007]  
OFFICE 174 SQ.FT [008]  
ELE. ROOM 84 SQ.FT [009]

SAFETY ROOM 141 SQ.FT [015]  
CLASS B OFFICE 97 SQ.FT [013]  
HVAC SHOP 1300 SQ.FT [012]

STAFF BREAKROOM 205 SQ.FT [010]  
INMATE TOILET 230 SQ.FT [003]  
PORTERS CLOSET [002]

110V DROP  
208 V 3PH  
DROP  
FEMALE TWIST LOCK  
LEVITON  
110 V  
SATCO  
HIGH BAY LIGHT

Fire Sprinkler System

Electrical Access No Access from the tool crib

4' swinging gate

62'-10"

20'-5"

10'-0"

17'-9"

6'-0"

15' x 10'

23'-0"

23'-0"

16' x 10'

4.7'-0"

27'-8"

6' x 7'

15' x 10'

15' x 10'

16' x 10' door opening to accommodate lumber 23' from brick to center of door

16' x 10'

16' x 10'

16' x 10'

16' x 10'

16' x 10'

16' x 10'

16' x 10'

16' x 10'

EXISTING HAND WASH BASIN FROM EAST UNIT GARAGE

HC FOUNTAIN

EMERGENCY SHOWER & EYE WASH STATION

STAFF R.R. 55 SQ.FT [011]

STAFF BREAKROOM 205 SQ.FT [010]

INMATE TOILET 230 SQ.FT [003]

PORTERS CLOSET [002]

SAFETY ROOM 141 SQ.FT [015]

CLASS B OFFICE 97 SQ.FT [013]

2 - 208 3PH SWITCHED FOR DUST COLLECT

16' x 10' door opening to accommodate lumber 23' from brick to center of door

16' x 10'

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16' x 10'

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16' x 10'

16' x 10' door opening to accommodate lumber 23' from brick to center of door

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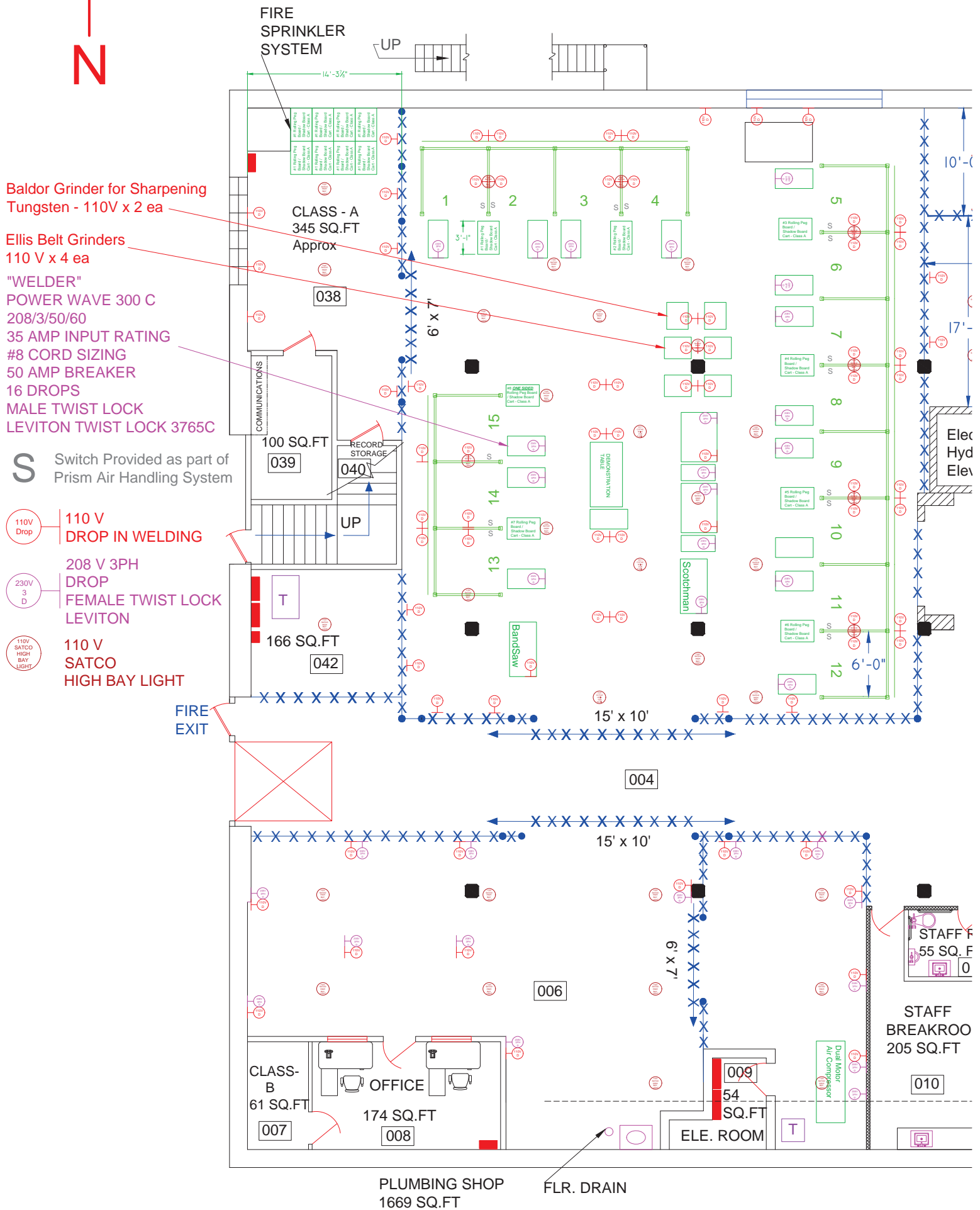
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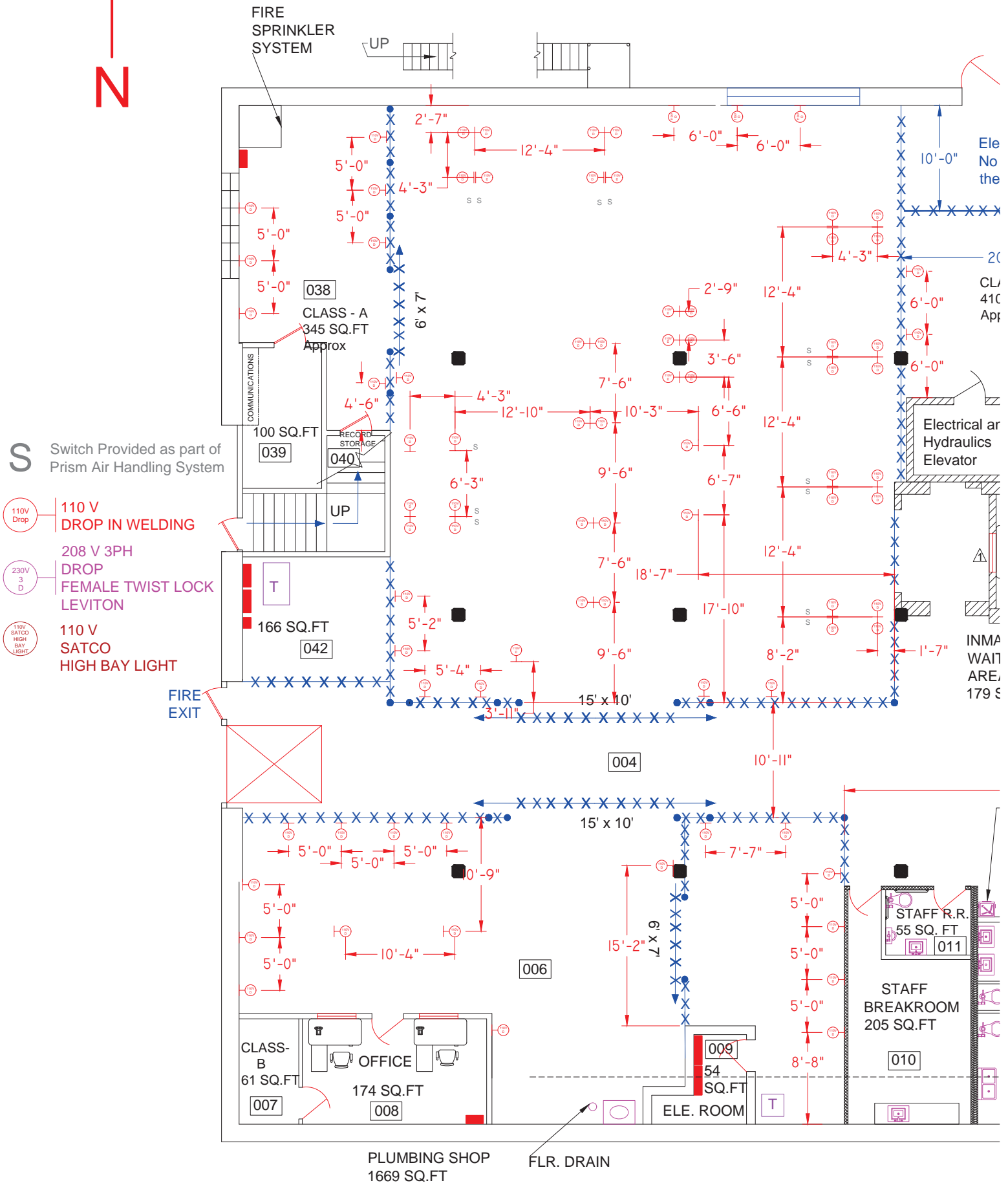
16' x 10'

16' x 10'

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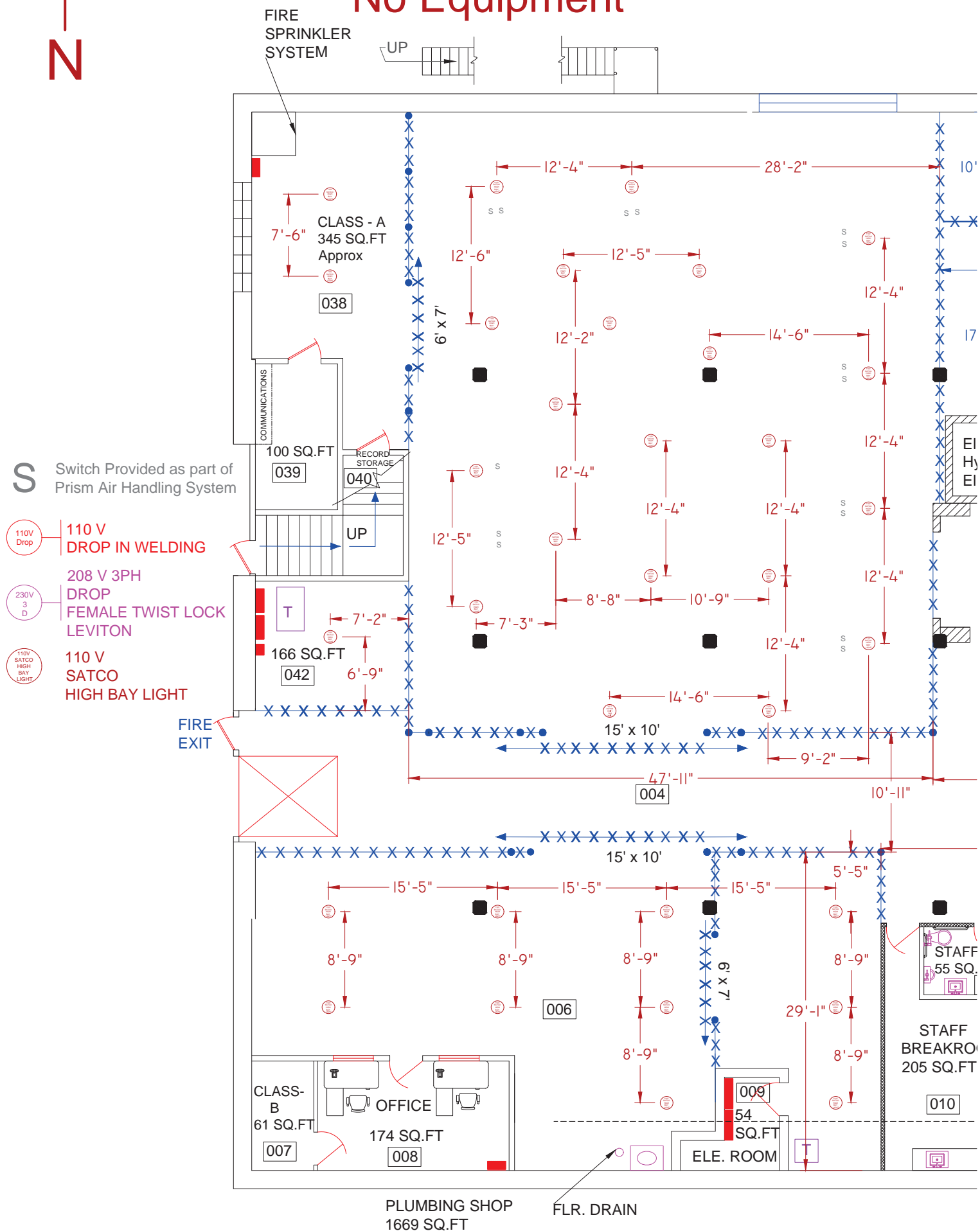


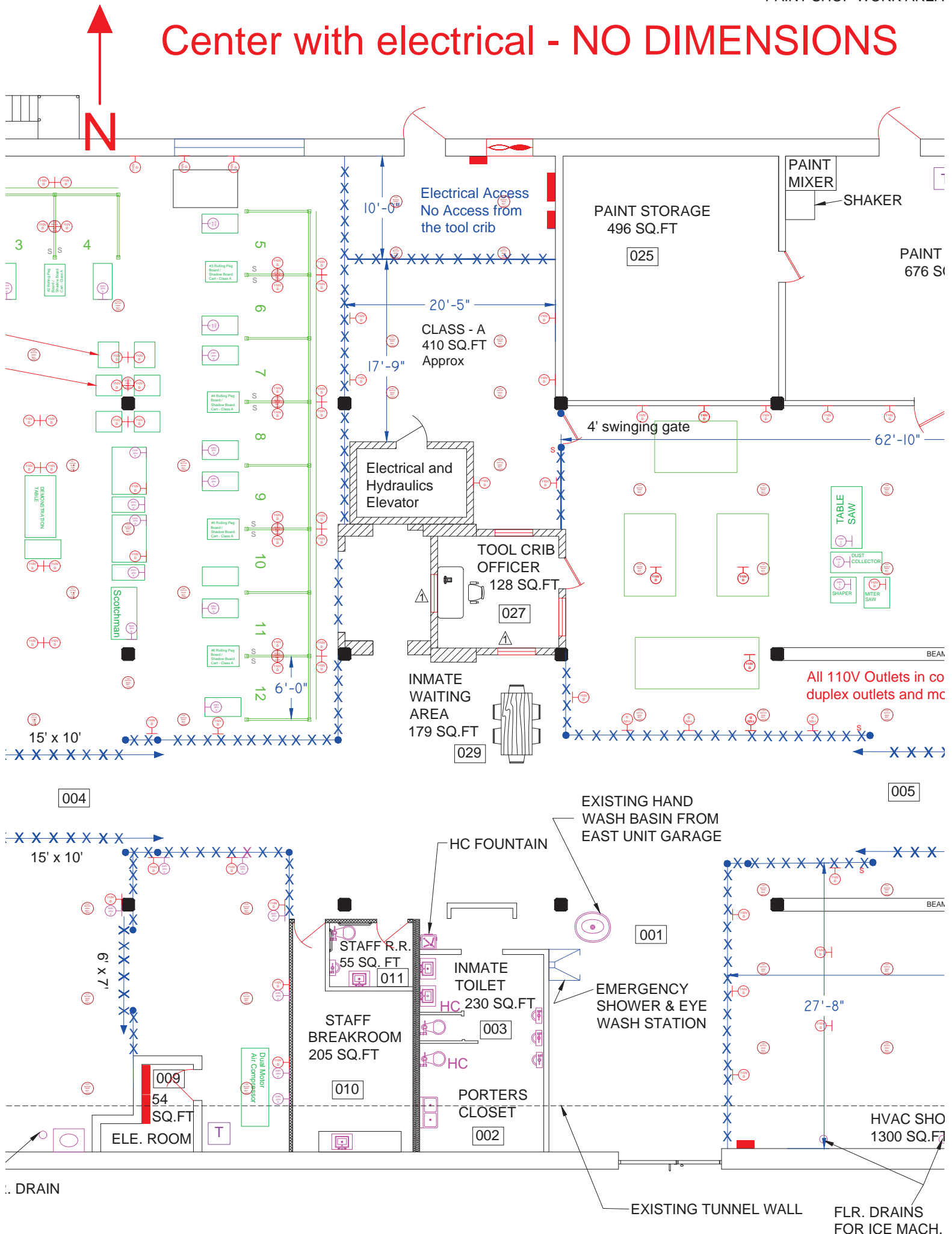
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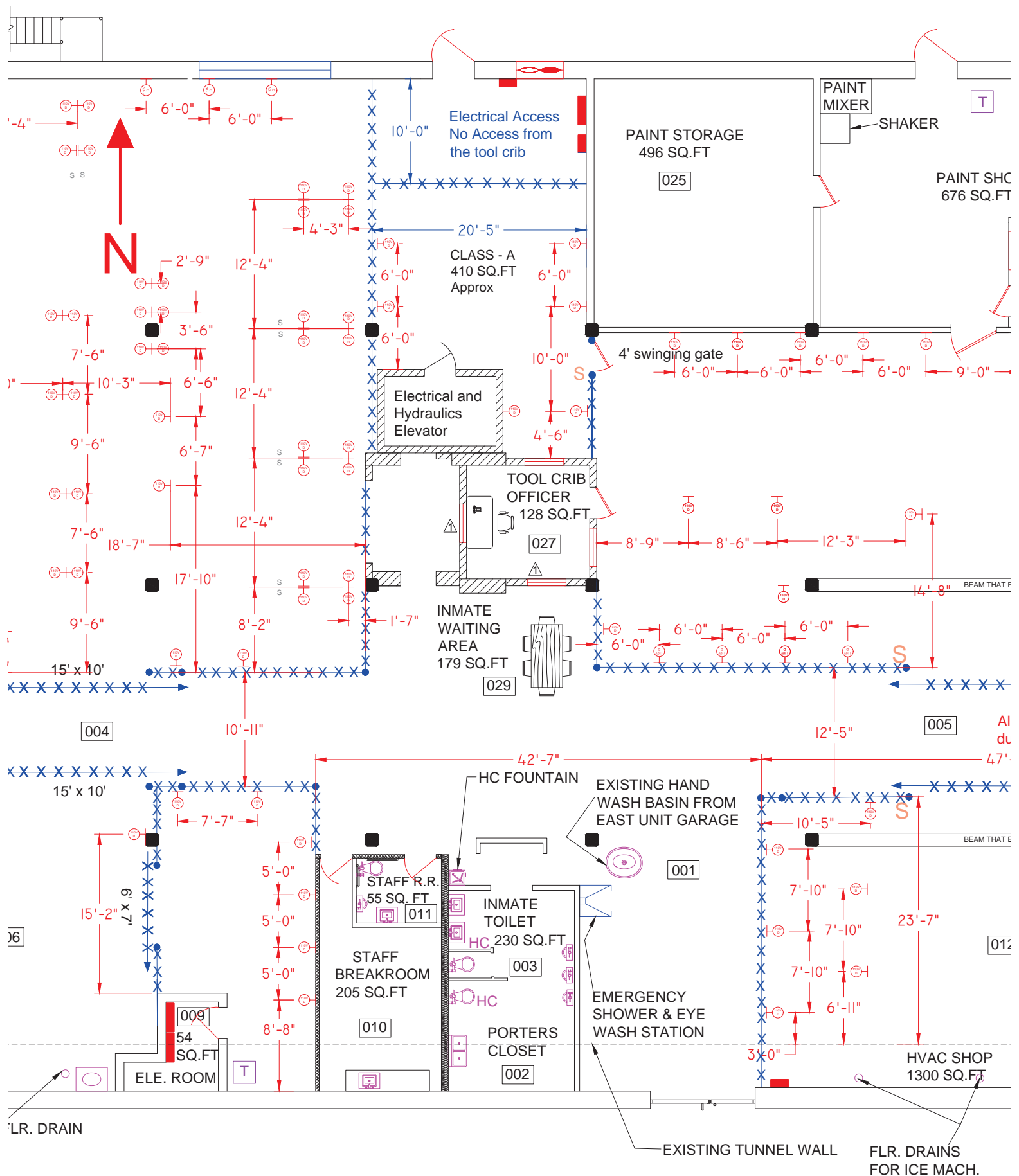




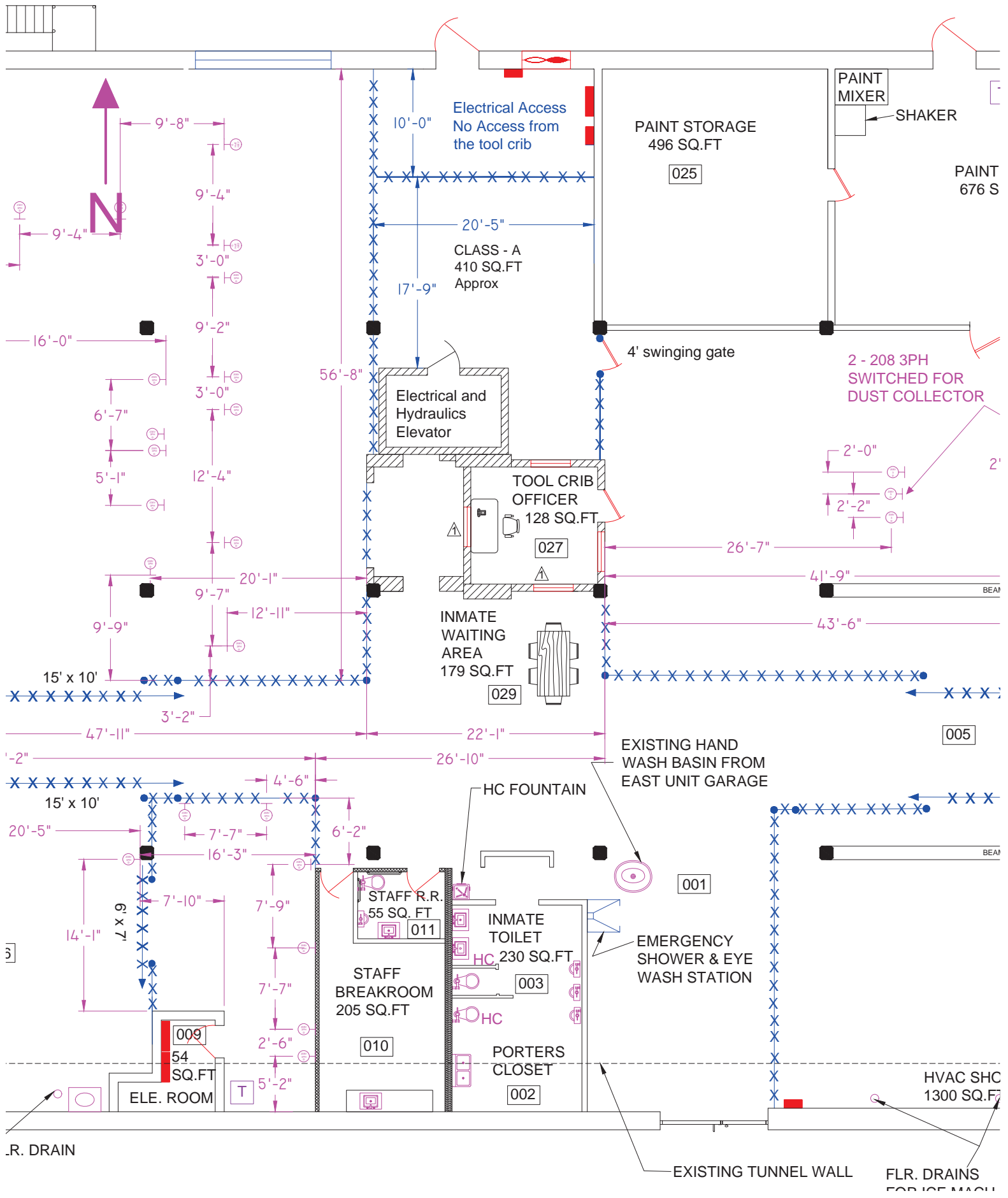




**PAINT SHOP WORK AREA**

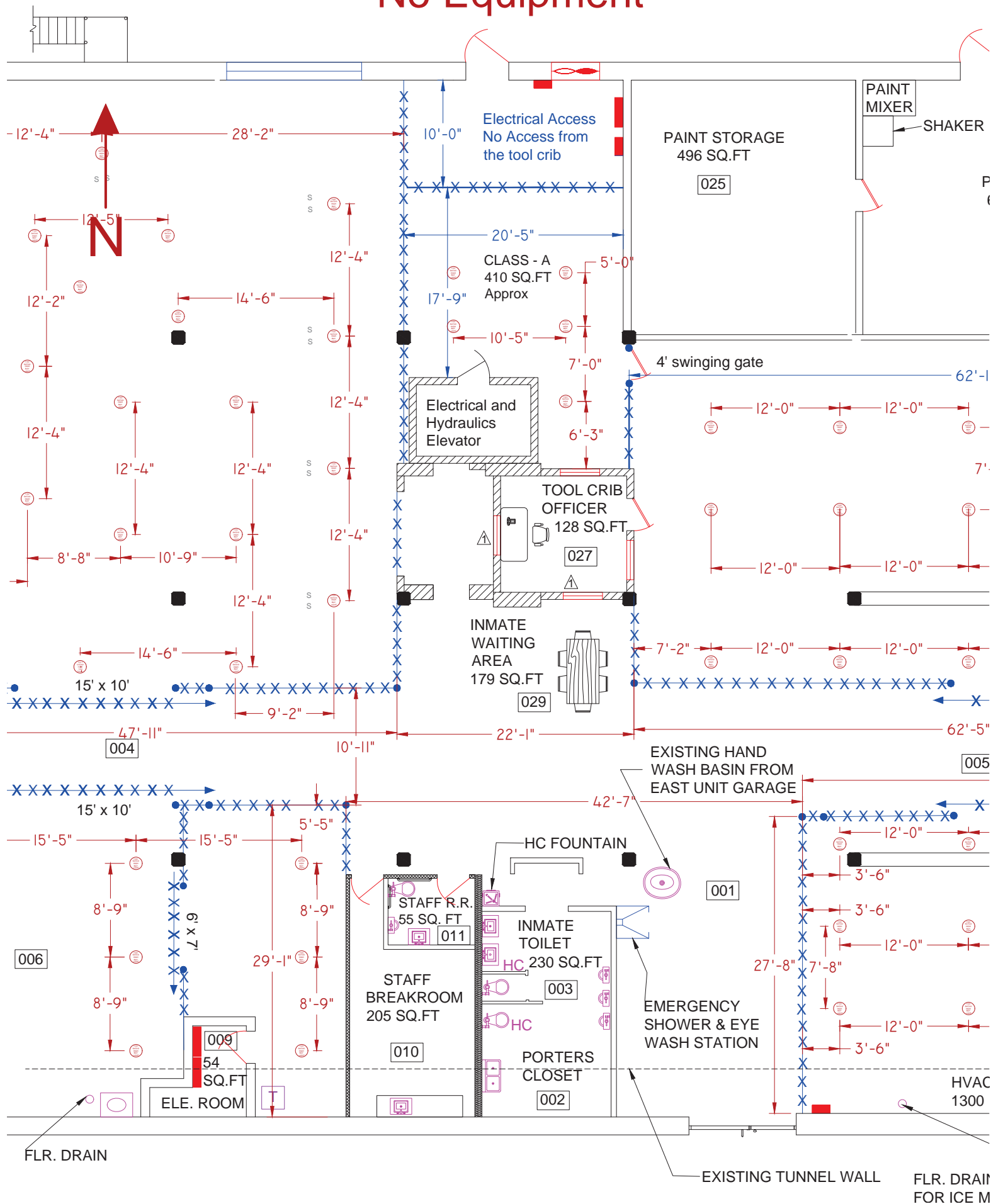


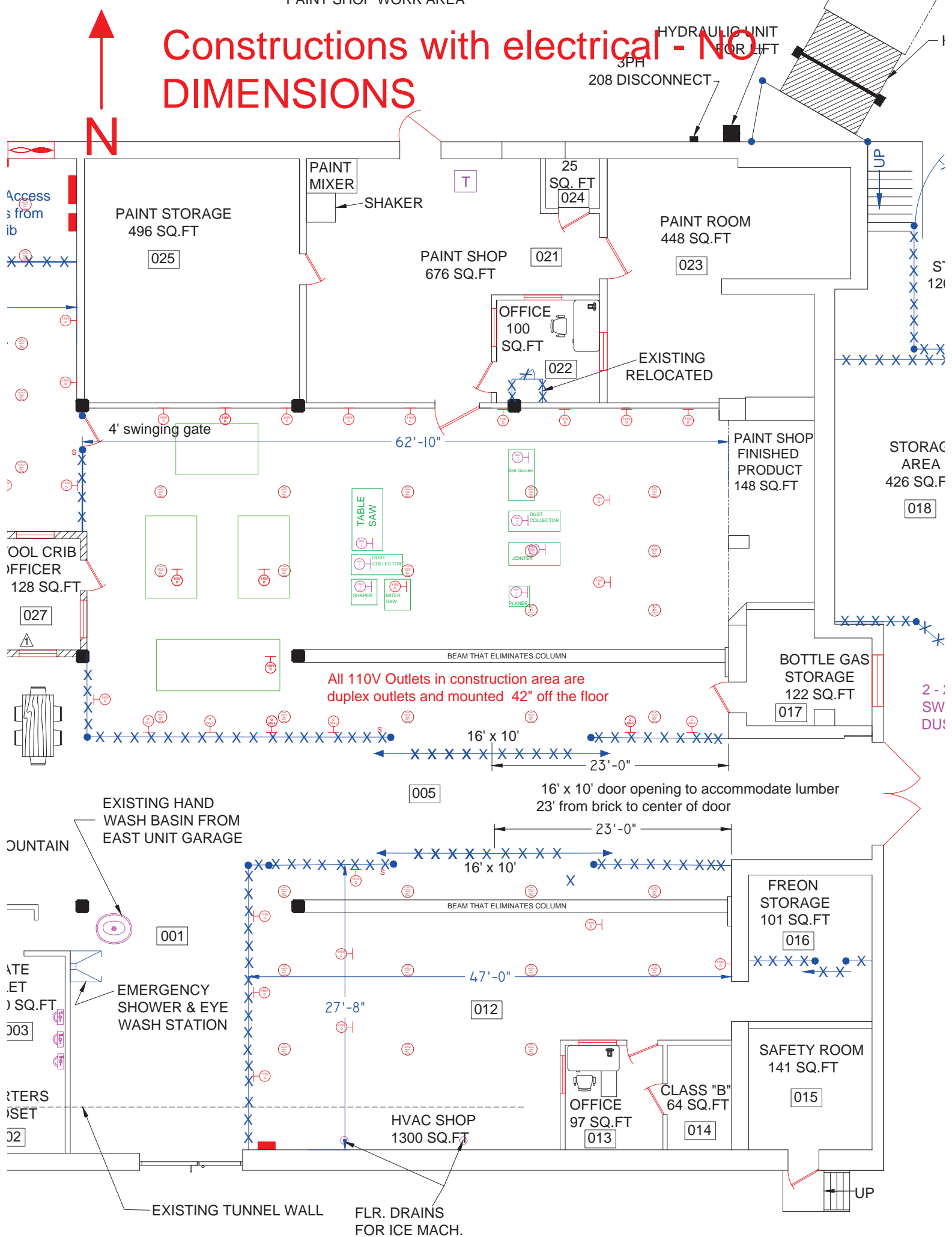
## PAINT SHOP WORK AREA



# Center of Building Lighting + DIMENSIONS

## No Equipment

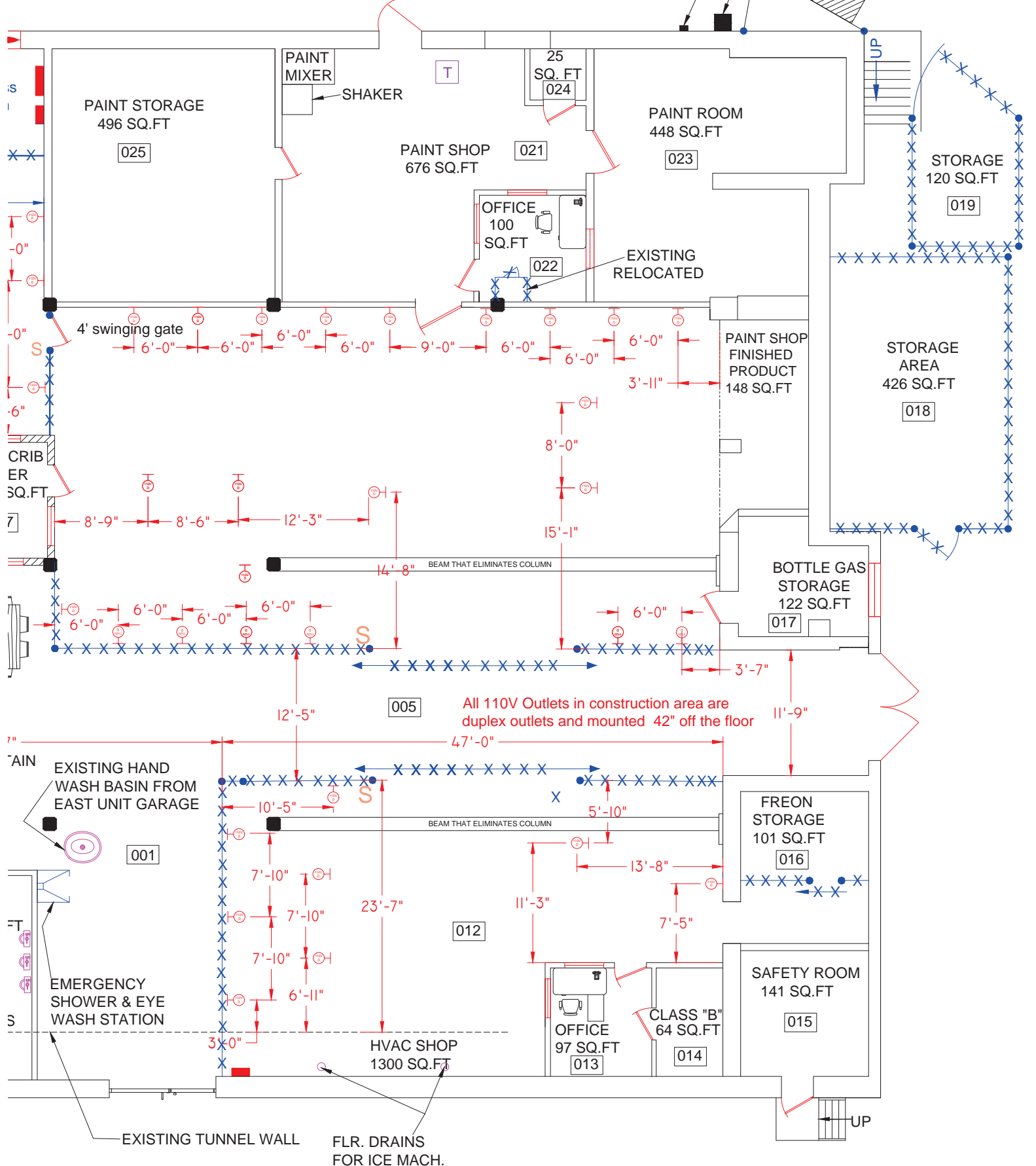








# Construction with 110V electrical + DIMENSIONS No Equipment

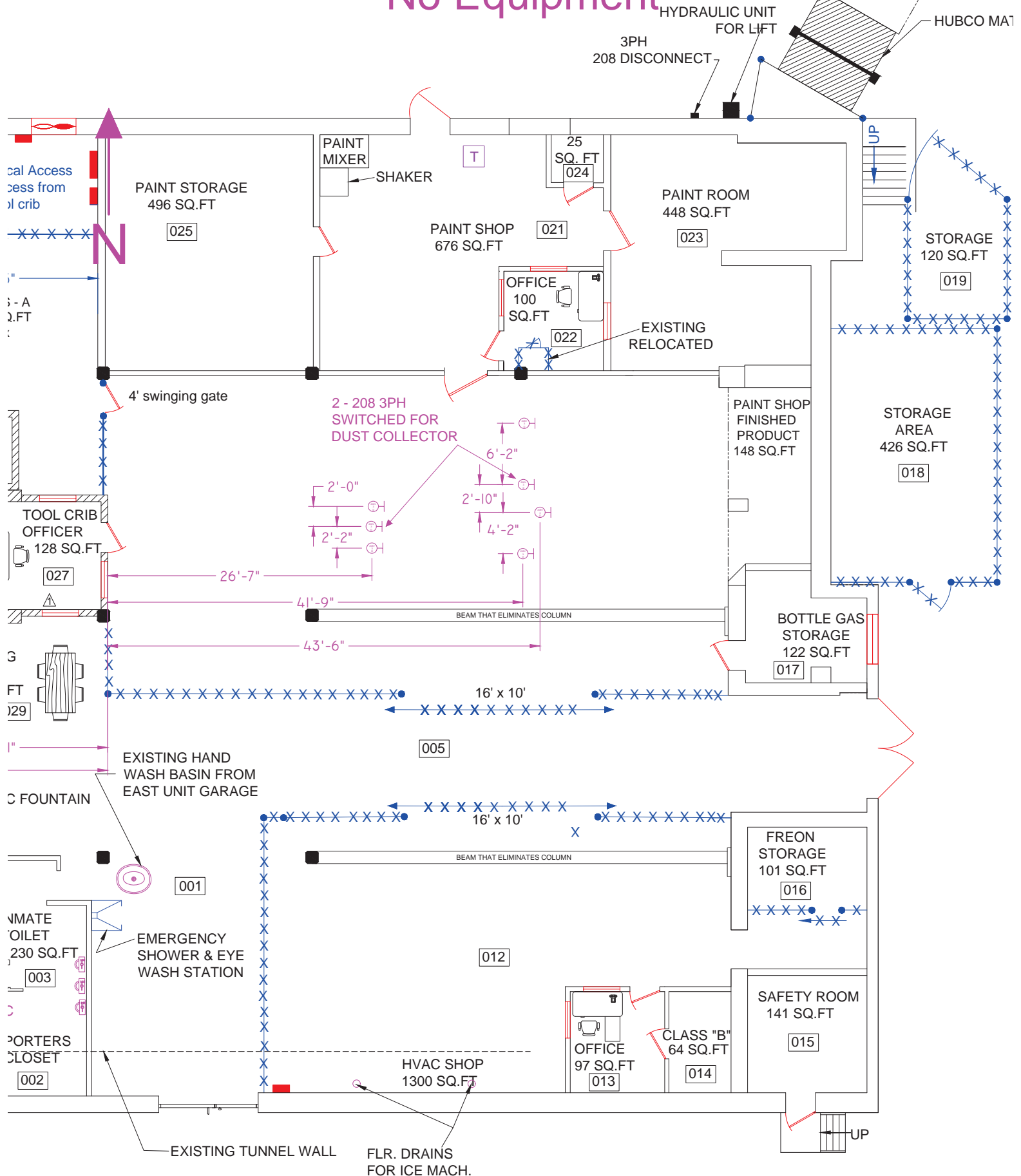




# Construction with 208V 3PH electrical + DIMENSION

PAINT SHOP WORK AREA

## No Equipment



PAINT SHOP WORK AREA

# Construction Lighting + DIMENSIONS

## No Equipment

