



College Rodeo Stock Contractor RFP
Submission deadline is noon (CST) on June 30, 2025

Overview and Background

Colby Community College (Colby CC or College) is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964 and is a dynamic institution with over 2,400 students. In addition to a main campus of approximately 60 acres, the College operates a 60-acre farm that students use as a hands-on laboratory and training facility.

Project Goals

Colby CC is hosting a College Rodeo September 11-13, 2025, at the Thomas County Fairgrounds, South Range Ave, Colby, KS 67701. The College will hold performances on Thursday and Friday at 7:00 p.m., and the finals (for the top twelve in each event) will take place on Saturday at 7:00 p.m. Slack events will be held on Thursday night after the performance, on Friday at 9:00 a.m., and Saturday at 9:00 a.m.

General Information

Colby CC is seeking to hire a stock contractor who will be responsible for several aspects of the College Rodeo. The following outlines the responsibilities of the vendor and the College.

Vendor Responsibilities

- Provide Rough Stock;
- Provide two Pick-Up Men;
- Provide two Bull Fighters;
- Responsible for All Timed Events (cattle only, vendor is not responsible for bringing goats);
- Assist with running the Slack Events and Finals;

Colby CC Responsibilities

- Provide Announcer;
- Provide Accounting/Financial Management of the event (issuing checks to contestants, registration/event fees, etc.);
- Securing the Venue for the Rodeo;
- Securing the on-call veterinarian;
- Provide hay and grain for livestock;
- Provide goats for related events;
- Provide the stock contractor with three (3) hotel rooms for the event.

Questions

All questions should be directed to one of the following individuals at Colby CC. Any correspondence

received from anyone other than these two individuals should not be included within your proposal.

LeRoy Hays
Rodeo Coach
(785) 543-7152
leroy.hays@colbycc.edu

Justin Villmer
Vice President of Finance and Operations/CFO
(785) 460-5407
justin.villmer@colbycc.edu

The RFP will be posted on the Colby Community College website at <https://www.colbycc.edu/vendors> and can be downloaded as of 5:00 p.m. on June 3, 2025.

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 June 30, 2025, to Justin Villmer, located in the Thomas Hall Administration Office (Main Campus), or via email at justin.villmer@colbycc.edu.

The proposals will be opened by the Vice President of Finance and Operations, the Rodeo Coach, and the Accounting Administrative Assistant.

Anticipated Selection Schedule

All submitted proposals will be reviewed/evaluated. After this evaluation is completed, a recommendation will be made to the Colby Community College Board of Trustees (BOT) at the July 21, 2025, meeting. The selected vendor will be notified within 24 hours after a decision has been approved.

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 (if applicable)

Exclusions:

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

Sub-Contracted Work (if applicable):

If any part 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. Colby CC reserves the right to request a different subcontracted company.

RFP Questions (if applicable):

All questions should be directed to one of the following individuals at Colby CC. Any correspondence received other than from these two individuals should not be included within your proposal.

[1255 South Range Avenue | Colby, KS 67701 | 888-634-9350 | \[www.colbycc.edu\]\(http://www.colbycc.edu\)](#)

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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).