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**15-Passenger Van RFP**  
(Submission deadline is 12 p.m. on November 11, 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 sealed bids to purchase two 15-passenger vans.

**General Information:**

The following are requirements for purchase:

- 15-Passenger
- 3.5L Engine or larger
- Air Conditioner/Heater
- Automatic Transmission
- Clear, unbranded title
- Cruise Control/Tilt
- Good tires and Mechanical Condition
- Keyless Entry (preferred)
- Less than 30,000 miles (will consider comparable mileage)
- Model Year (2023-2025)-Preference provided to newer models
- Power Locks
- Power Windows
- Rear Wheel Drive or AWD (AWD preferred)
- Secondary colors: silver, tan, blue, red (in that order)
- White Color Preferred
- Windows, not Panels
- Price Not to Exceed \$45,000 Per Unit
- \*Preference will be given to the van that closely matches the specs, with special consideration of price.

Any questions can be directed to Mr. Seth Macon Carter, President, at (785) 460-5400 or email her directly at [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)

The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded as of 12 p.m. on October 27, 2025.

**Project Timeline:**

The 15-Passenger Van-Bus bids proposed **MUST** include an ETA for delivery to CCC before November 30, 2025. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate. Preference may be provided to vendors who can deliver the item 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 November 11, 2025, to Seth Carter, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu).

\*The Vice President of Business Affairs and Operations and the Vice President of Academic Affairs will open the proposals.

**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 November 17, 2025, meeting. The selected vendor will be notified within 24 hours of the BOT approving a recommendation.

**Elements of Proposal:**

A submission should, at a minimum, include the following elements:

1. Manufacturer and model of unit being proposed.
2. All additional options.
3. Please disclose the Manufacturer's Suggested Retail Price (MSRP) and any potential discount that would be received.
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Timeframe to secure and deliver items.

**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*.

**RFP Questions (if applicable):**

Vendors should only direct inquiries and questions to the following individual(s) at CCC.

Seth Macon Carter, President

Phone: (785) 460-5400

Email: [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu).

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

**Point(s) of Contact:**

Seth Macon Carter, seth.carter@colbycc.edu, or (785) 460-5400.

**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).