

Colby Community College (CCC) – New Fleet Bus RFP
Revised September 15, 2025
(Submission deadline is 12:00 p.m. CDT on October 10, 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 1,900 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.

CCC owns and maintains multiple vehicles as a part of its fleet. In conjunction with the Master Facilities Plan of CCC, vehicles are maintained and refreshed on a regular basis to ensure that employees and students have reliable transportation as a part of working or learning at CCC.

Project Goals

CCC is seeking competitive, sealed bids in order to purchase one (1) new 44-passenger bus (would consider a larger size).

Scope of Work

- Locate or build to order one (1) new 44-passenger bus or larger.
- Ensure the new bus is delivered to CCC and is functioning properly.

General Information

- CCC is open to vendor recommendations regarding make and model of the new bus.
- The issuing office is the sole point of contact for the provisions of this RFP and the resulting proposal.
- Any questions can be directed to Dr. Seth Carter, President of CCC, at (785) 460-5400 or seth.carter@colbycc.edu.
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded as of 5:00 p.m. CDT, September 12, 2025.

Project Timeline

The vehicles proposed **MUST** be delivered to CCC on or before **June 30, 2026**; preference will be given to earlier delivery schedules. 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. CDT, October 10, 2025, to Seth Macon Carter, located in Thomas Hall (CCC's Main Campus), or email seth.carter@colbycc.edu.

Anticipated Selection Schedule

All submitted proposals will be reviewed and evaluated, and then CCC will make a recommendation to the Board of Trustees (BOT) at the October 20, 2025, meeting. The selected vendor will be notified approximately 24 hours after a recommendation has been approved by the BOT.

Elements of Proposal

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

1. Manufacturer, model, and trim of unit being proposed.
2. All additional vehicle options (if possible, include the vehicle window sticker).
3. Please disclose the Manufacturer Suggested Retail Price (MSRP) as well as the Vendor's proposed discount.
4. Specific warranty details for the bus proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the bus delivered to CCC.
7. Timeframe to secure and deliver the bus to Colby Community College.
8. Submitted price must reflect all of the following specifications.

Minimum Requirements for New Bus

- 180,000 BTU Rear A/C with 3 Compressors (minimum)
- 200 and 157 Amp Dual Alternators (minimum)
- 300 HP, Diesel Engine (minimum)
- 6" x 9" Convex Interior Mirror
- 65,000 BTU Rear Heater (in addition to standard rear heater-minimum)
- 65,000 BTU Rear Heater (minimum)
- Air Brakes
- Air Suspension Rear Axle

- Automatic Transmission
- Deluxe Driver's Seat
- Drop Floor Rear Luggage with Single Door (includes Exterior Grab Handle)
- Exits-Minimum of Two Roof Hatches, Minimum of Three Pushout Windows Per Side
- HVAC: Fully adjustable above each passenger
- Length: Anticipated Length of 45'
- Lighting-LED Interior Lights, LED Exterior Lights
- Parcel Racks: Overhead racks full length both sides with mood lighting and reading lights
- Powertrain: Diesel Engine, Combination of Cummins/Allison Preferred
- Outlets: Minimum of 110v/USB C for All Seats
- Overhead Racks with Ducted A/C Vents and Bungee Cords
- Remote/Heated Exterior Mirrors
- Right Hand Entrance Grab Rail
- Safety: Compliance with all Federal standards for buses as well as FMVSS 227; 3 part seatbelts
- Safety Package (Reflector Triangles & Fire Extinguisher)
- Seats: Reclining with tray tables, map pockets, dual armrests, grab handles
- Seating-Reclining, USB C Ports for Each Seat, Minimum of 45 Seats (Including Driver)-Preference will be provide to larger units.
- Suspension: Front and Rear Airbags
- Storage-Overhead racks, Full Length Both Sides, Under Carriage Storage-Minimum of 450 Cubic Feet
- Tilt Wheel/Cruise Control
- Upgraded Passenger Seats
- White Exterior Color
- Windows-Tinted and Flush-Mounted

Mandatory Disclosures

Tax Exempt:

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax 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*.

Subcontracted Work (if applicable):

If any of the scope of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

Proof of General Liability Insurance:

Each vendor must include proof of current general liability insurance as a part of the proposal. The policy coverage should have a minimum of \$1,000,000 aggregate coverage.

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 of Contact:

Dr. Seth 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).