

## **Colby Community College (CCC) – Ceramics Building - Exhaust Improvements and Air Conditioner RFP**

*Issue Date: 9/29/2025*

### **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, the College operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

### **Project Goals:**

Colby Community College is seeking bids for several updates to air quality in its Ceramics Building. The Ceramics Building currently has **four** kilns that generate exhaust. As part of compliance, the College must properly exhaust excess heat and hazardous fumes from the classroom space. Additionally, the College would like to install adequate air conditioning for the building.

### **General Information:**

Colby Community College is requesting both the necessary equipment and installation to remove the excess heat and hazardous fumes created from running the kilns. In the building, there is a wall that separates the 4 kilns. In the front half of the building, there is an existing exhaust system that is currently not working. This unit would need to be repaired to the appropriate standard, ensuring compliance with the Kansas Department of Labor and any other local code compliance. The equipment must be capable of removing the excess heat and hazardous fumes per the manufacturer's recommendation for the kilns. On the other side of the brick wall, there are 2 larger kilns, which currently do not have any ventilation system. The vendor will provide and install the complete exhaust system to remove the excess heat and hazardous fumes created from these 2 larger kilns. This system would have to be built and designed to those specifications, ensuring compliance with the Kansas Department of Labor and any other local code compliance.

Additionally, the College would like to have an appropriately sized air conditioning system installed that is capable of cooling the space.

The proposal, including equipment and installation, **MUST** meet the following specifications, and include the following:

- Complete a face-to-face inspection of the facility.
- Utilize the existing power source located within the building
- On-site installation
- Both systems will need to be able to remove all excess heat and hazardous fumes created per the manufacturer's recommendations and any local code
- Both systems must be able to run both fans at the same time, if needed
- For the AC units - include a three (3) year parts and labor warranty

- For the AC units - include replacement of broken and worn-out parts under the parts warranty
- For the AC unit - the vendor must supply projected end-of-life and end-of-service dates in the proposal
- All AC hardware devices must include a three-year term support and warranty
- All work completed with the building back in full operation as found

### **Project Timeline:**

The bids proposed MUST include an ETA for delivery to the College on or before December 31, 2025. If you are unable to meet or exceed this deadline, please provide a timeline that you can accommodate.

### **Submission of Proposals:**

The RFP will be posted on the College website, <https://www.ColbyCC.edu/vendors>, and can be downloaded from there directly as of 5:00 p.m. on September 29, 2025.

Respondents to this RFP must submit their sealed proposal by hand or email no later than 12:00 p.m. (CST) on October 10, 2025, to Justin Villmer, located in the Thomas Hall Administration Office

The Vice President of Finance and Operations and the Director of Compliance will open and evaluate the proposals.

### **Request For Proposal Questions:**

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

Mr. Dustin Kauffman, Director of Compliance  
Phone: (785) 460-5445  
Email: [dustin.kauffman@colbycc.edu](mailto:dustin.kauffman@colbycc.edu)

Mr. Justin Villmer, Vice President of Finance and Operations  
Phone: (785) 460-5407  
Email: [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu)

Any communication received by anyone other than Mr. Kauffman and Mr. Villmer should not be included in the proposal.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, and the Administration will make a recommendation to the Board of Trustees (BOT) at the October 20, 2025, meeting. 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. Manufacturer and model of units (ventilation and air conditioning) being proposed.
2. Please disclose the Manufacturer's Suggested Retail Price (MSRP), if available.
3. Specific warranty details for each unit proposed.
4. Document any related fees or processing fees.

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

5. Document any delivery fees to have the items delivered to the College.
6. Timeframe to secure and deliver items.
7. Please have two separate costs - one for ventilation and one for air conditioning.

**Mandatory Disclosures:**

**Tax Exempt:**

Colby Community College 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*.

**Performance and Payment Bond:**

In accordance with statute 60-1111 (Public Works Bond) and 16-1909 (Public-private agreement; bond requirements), Colby Community College requires the selected vendor to obtain a performance and payment bond on any project that exceeds \$100,000.

**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. The College reserves the right to request a different subcontracted company.

**Request for Proposal Questions (if applicable):**

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

Mr. Dustin Kauffman, Director of Compliance

Phone: (785) 460-5445

Email: Dustin.Kauffman@colbycc.edu

Mr. Justin Villmer, Vice President of Finance and Operations

Phone: (785) 460-5407

Email: justin.villmer@colbycc.edu

Any communication received by anyone other than Mr. Kauffman and Mr. Villmer should not be included in the proposal.

**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).