



Colby Community College Staff Computer and Monitor Replacement RFP
Deadline is 12:00 p.m. (noon) CST on February 27, 2026

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 and is a dynamic institution with more than 2,200 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 competitive, sealed bids for the purchase of computers and monitors to replace and refresh essential equipment at the College.

General Information

Colby Community College is requesting vendor-specific computer equipment to match our existing infrastructure, as detailed below:

- *Thirty (30) computers with a three (3) year warranty (Non-Accidental):*
 - Preferred Model: HP ProDesk 4 G11 AI -SFF
 - CPU: Intel® Core Ultra 5
 - RAM: 32 GB DDR5
 - STORAGE: 512GB SSD/NVME/M.2
 - GRAPHICS: Integrated: Intel Graphics
 - WIFI: WIFI 6E or greater
 - BLUETOOTH: 5.3 or greater
 - I/O: DisplayPort, HDMI, USB A, USB C, and Ethernet Port

- *Eighty (80) monitors with a three (3) year warranty (Non-Accidental):*
 - Preferred Model: HP 327pf
 - Display: 26.96" or 27"
 - Resolution: Full HD (1080p) 1920 x 1080 at 100 Hz
 - Panel Type: IPS
 - Aspect Ratio: 16:9
 - Ports: DisplayPort and/or HDMI
 - VESA Mounting capable

Project Timeline/Milestones

The RFP will be posted on the College's website at <https://www.colbycc.edu/vendors>, and can be downloaded by **5:00 p.m. CST on February 6, 2026.**

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than **12:00 pm (CST) on February 27, 2026**, to Justin Villmer, located in the Thomas Hall Administration Office on the main campus, or via email at justin.villmer@colbycc.edu.

The proposals will be opened by the Vice President of Finance and Operations/CFO, the I.T. Director, and the Accounting Administrative Assistant. All submitted proposals will be reviewed and evaluated, and a recommendation will be made to the Colby Community College Board of Trustees (BOT) at the **March 16, 2026**, meeting.

The selected vendor will be notified no later than **5:00 p.m. (CST) on March 17, 2026.**

The proposed computer equipment bids **MUST** include an ETA for delivery to Colby Community College no later than **May 29, 2026**. If you are unable to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

Elements of Proposal

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

1. Manufacturer and model of units being proposed
2. Additional options above the required minimums
3. Specific warranty details for each unit proposed
4. Timeframe to secure and deliver items
5. Manufacture Suggested Retail Price (MSRP)
6. All additional fees – such as processing fees, shipping fees, etc
7. Vendor's Comprehensive Pricing
8. Quote expiration date past March 17, 2026, so the BOT can take action

Mandatory Disclosures

Tax Exempt:

Colby Community College 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*.

Sub-Contracted 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. The College 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):

Point of Contact: Todd Ohlrogge, IT Director

Phone: (785) 460-5492

Email: todd.ohlrogge@colbycc.edu

Point of Contact: Justin Villmer, Vice President of Finance and Operations/CFO

Phone: (785) 460-5407

Email: justin.villmer@colbycc.edu

Any communication received by anyone else 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).