

**Colby Community College (The College)
Commercial Dishwasher System and Kitchen Equipment
Request for Proposal (RFP)
(Submission deadline is 5:00 pm CST on June 5, 2026)**

Overview and Background

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the borders with Colorado and Nebraska. The college was established in 1964 and is a dynamic institution serving more than 1,900 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre Agricultural Center for hands-on learning and training.

Colby Community College is currently undertaking a full renovation of the Student Union kitchen and dining operations area. As part of this renovation, the College is seeking proposals for the purchase, delivery, and coordination of installation for a new commercial dishwasher system and related kitchen equipment.

Project Goals

The goal of this project is to purchase and install a new conveyor-type commercial dishwasher system, including all associated booster heater equipment and required operational accessories, for the Colby Community College Student Union kitchen renovation project. The selected vendor will be expected to coordinate equipment delivery and installation with the overall kitchen remodeling schedule to minimize disruption and ensure compatibility with ongoing construction activities. All proposed systems and equipment must comply with applicable municipal, state, health, and safety requirements. In addition to the base dishwasher system, vendors are requested to provide alternate pricing for additional dish tables, sinks, shelving, faucets, and related accessories as identified within this RFP.

ColbyCC is remodeling its entire commercial kitchen, and the final project should be entirely stainless steel and meet the high professional standards found in commercial kitchens.

Scope of Work

- Vendors are required to physically inspect the project site before submitting a proposal. Please get in touch with Justin Villmer to schedule this inspection.
- Vendors shall provide all specifications and operational requirements for the proposed dishwasher system.

- Vendors shall coordinate with CCC and the College's construction contractors regarding scheduling, delivery, and installation.
- Vendors shall clearly identify all utility requirements, including electrical, plumbing, ventilation, and drainage needs. The College is responsible for providing these requirements, but needs collaboration from the vendor.
- Vendors shall provide startup assistance and operational training, if applicable.
- Vendors shall include all warranty information for equipment and workmanship.
- Vendors shall identify estimated lead times for all equipment.

General Information

- CCC is open to vendor recommendations regarding final equipment configurations and installation logistics.
- The selected vendor will be expected to work around and collaborate with the ongoing kitchen remodeling project and coordinate installation schedules accordingly.
- 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 Justin Villmer, VP of Finance and Operations/CFO, by email at justin.villmer@colbycc.edu or contact him directly at 785-460-5407.
- The RFP will be posted on CCC's website, www.colbycc.edu, and can be downloaded directly as of 5:00 p.m. CDT, May 21, 2026.
- Equipment specifications from the existing quote documents are included in the Appendix for reference purposes only.

Project Timeline

The project **MUST** be substantially completed and coordinated with the kitchen renovation schedule by July 31, 2026. If you are unable to meet this timeline, please provide an alternate schedule proposal.

Submission of Proposals

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 5:00 p.m. CDT, June 5, 2026, to Justin Villmer, located in Thomas Hall (CCC's Main Campus), or justin.villmer@colbycc.edu.

Anticipated Selection Schedule

All submitted proposals will be reviewed and evaluated, and CCC will recommend a proposal to the Board of Trustees (BOT) at the June 15, 2026, meeting. The selected vendor will be notified within 24 hours of the BOT's approval .

Elements of Proposal

1. Total cost for the proposed dishwasher system.
2. Total cost for any related booster heater equipment not included within the dishwasher system.
3. Detailed specifications for all proposed equipment.
4. Estimated lead times and installation timeline.
5. Utility requirements for the proposed dish system and optional equipment
6. Warranty details for equipment and artistry.
7. Total cost for freight, delivery, assembly, and set-in-place services.
10. Alternate pricing for additional dish tables, sinks, faucets, shelving, disposer systems, and related accessories identified in the Appendix.
11. Total project cost if all alternates are awarded.
12. Any exclusions associated with the proposal.

MANDATORY DISCLOSURES

Tax Exempt:

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that sales tax is not included in the final submission. A State of Kansas Project Exemption Certificate (PEC) will be provided if requested.

Exclusions:

If any exclusions are included in this proposal, vendors must clearly define them in a section labeled "Exclusions".

Sub-Contracted Work (if applicable):

If any work on this project will be outsourced to a third party, the vendor's name and the work they are expected to complete must be included in the proposal.

Proof of General Liability Insurance:

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

Performance Bond (if applicable):

Pursuant to CCC institutional policies, all projects exceeding \$100,000 may require the vendor to purchase and provide proof of a performance bond covering the entire project.

RFP Questions:

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:

- Justin Villmer, justin.villmer@colbycc.edu or 785-460-5407

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.

APPENDIX – Equipment and Alternate Bid Components

Base Bid Equipment (1) of the schematic drawing

- 1) Conveyer Dishwasher
 - a. 66-inch conveyor
 - b. Right-to-left operation
 - c. Standard height machine
 - d. Standard vent hoods – The College will take care of the connection
 - e. Electric tank heat
 - f. Booster heater (if not included within the dish machine)
 - g. Exhaust fan contractor
 - h. Table limit switch (if not included within the dish machine)

Alternate Equipment – All alternate equipment should be from the same family of stainless-steel equipment to provide a consistent and professional feel

- 2) Scrapping Table – This has already been ordered, but is provided for reference on the drawing below
- 3) Clean dish table
 - a. Straight design
 - b. Attaches to the right of the dish machine operator
 - c. Backsplash
 - d. Rolled front and side rims
 - e. Stainless steel legs and cross rails
 - f. Specify the dish machine brand and model to ensure a proper fit
 - g. Size
 - i. 71” width
 - ii. 30” depth
 - iii. 34” height
- 4) Clean dish table
 - a. Straight design
 - b. Attaches to the left of the dish machine operator
 - c. Backsplash
 - d. Rolled front and side rims
 - e. Stainless steel legs and cross rails
 - f. Specify the dish machine brand and model to ensure a proper fit
 - g. Size
 - i. 66 ¼” width
 - ii. 30’ depth
 - iii. 34” height

- iv. If a limit switch is not included within base equipment, this table should be provisioned for a limit switch
- 5) Three-compartment sink
 - a. This sink will require customization
 - b. Backsplash and side splash (left and right)
 - c. Support and all support brackets
 - d. Size
 - i. 155 ¾" long total
 - ii. 34" height
 - e. 3 twist waste valves
 - f. 3 splash-mounted faucets
- 6) Wall-mounted shelf and supports
 - a. Bullnose front edge
 - b. Size
 - i. 144" width
 - ii. 18" depth
 - c. The College will install this shelf

XXX – The schematic drawing below is provided solely for reference, and each vendor is required to verify all measurements prior to submitting a proposal – XXX

