

Gym Floor Repair RFP

Colby Community College Department of Athletics
1255 South Range
Colby, KS 67701

Procurement Contact Person: Kenny G. Hernandez

Telephone Number of PCP: 785.460.5548

Email Address of PCP: kenny.hernandez@colbycc.edu

Due Date: June 5, 2026, before 12:00 pm (noon)

Background/Introduction:

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginnings in 1964, with makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution with more than 2,200 students. In addition to a 57-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect.

Athletically, Colby is an NJCAA member and competes in the nationally recognized Kansas Jayhawk Community College Conference. The Trojans boast 3 NJCAA National Championships, 31 Region 6 Championships, and 19 Conference titles.

Colby currently sponsors the following men's sports:

- Baseball
- Men's Basketball
- Men's Cross Country
- Men's Indoor/Outdoor Track
- Men's Wrestling

Colby currently sponsors the following women's sports:

- Women's Basketball
- Women's Cross Country
- Women's Indoor/Outdoor Track
- Women's Wrestling
- Softball
- Volleyball

Colby also sponsors the following co-ed programs:

- Equestrian
- Livestock Judging
- Rodeo

Purpose:

Colby Community College is soliciting bids from qualified vendors to perform repair and refinishing services for a 6,600-square-foot maple gymnasium floor. This project intends to restore the functionality, safety, and aesthetic quality of the playing surface in accordance with industry standards and NJCAA specifications.

The scope of work includes, but is not limited to:

- Application of a high-quality, durable gymnasium finish suitable for collegiate athletic use
- Application of appropriate primer and/or sealer
- Cleaning and vacuuming of all edges and perimeter areas
- Incorporation of the official Colby Community College logo within the floor design
- Removal of all existing finish materials
- Repair and replacement of damaged or deteriorated wood boards
- Repair and stabilization of volleyball standard sleeves and plates
- Sanding and leveling the entire surface to ensure uniformity
- Taping and painting of game lines in accordance with NJCAA Volleyball and Basketball specifications

Project Timeline:

The following schedule applies to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances.

- Request for RFP: May 18, 2026
- Due date for proposals: June 5, 2026 (noon)
- Selection of Vendor: June 15, 2026
- Project must be completed: October 1, 2026

All submitted proposals will be reviewed and evaluated, and then 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 decision.

Elements of the Proposal:

Colby Community College is seeking comprehensive proposals that clearly demonstrate the vendor's ability to complete the Gym Floor Repair project in a timely, professional, and cost-effective manner.

Potential vendors are encouraged to submit a proposal(s) at their own cost.

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

- Detailed quote that provides all of the following elements as a part of the scope:
 - Sand and level the entire floor surface to ensure proper playability and consistency
 - Remove all existing finish materials using industry-accepted methods

- Repair or replace damaged or broken wood boards to restore structural integrity
- Repair and ensure proper function of volleyball standard sleeves and plates
- Tape and paint all required athletic lines in compliance with NJCAA Volleyball and Basketball specifications
- Provide a detailed design plan incorporating the official Colby Community College logo
- Thoroughly clean, vacuum, and seal the edges and perimeter of the floor
- Apply appropriate primer/sealer to prepare the surface for finishing
- Apply a durable, high-performance gymnasium finish suitable for heavy athletic use
- Provide a comprehensive description of the pricing structure, including any applicable discounts, promotions, or incentives
- **An acknowledgment that the vendor is willing to collaborate with the final selected vendor that is installing two new basketball hoops in the same area and during the same time period.**
- Description of the timeline to complete this project. The project will need to be completed before **October 1, 2026**.
- Provide a comprehensive description of the pricing structure, including any applicable discounts, promotions, or incentives

Time and Place of Submission of Proposals:

To be considered in the selection process, interested parties shall submit a copy of their Gym Floor Repair proposal via sealed bid or email (provided below) no later than 12:00 p.m. on Friday, June 5, 2026, to:

*Colby Community College
 Attn: Kenny G. Hernandez
 Re: Gym Floor Repair Provider
 Kenny.hernandez@colbycc.edu*

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. 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 (as defined in the Scope) 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. CCC reserves the right to request a different subcontracting company.

Proof of General Liability Insurance:

Each vendor must include proof of current general liability insurance as a 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 construction-related projects exceeding \$100,000 will require the vendor to purchase and provide proof of a performance bond covering the entire project.

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.

Kenny Hernandez

kenny.hernandez@colbycc.edu

785-460-5548

OR

Justin Villmer

justin.villmer@colbycc.edu

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. Any bid may be withdrawn before the scheduled opening time. 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).