



Fiber Installation for New Dormitory and Maintenance Shop

Office of the Vice President of Business Affairs
Colby Community College
1255 S Range Ave
Colby KS 67701

RFP information field	Response
Procurement contact	Alicia Moore, Controller
Phone	785-460-5555
Email	alicia.moore@colbycc.edu
Issue Date	October 16, 2026
Question Deadline	November 13, 2026
Proposal Due Date and Time	December 3, 2026, before 5:00 p.m. CST

Background and Introduction

Founded in 1964, Colby Community College (CCC) is a public, comprehensive two-year institution located in Colby, Kansas. The College serves more than 2,000 students annually through transfer degree programs, career and technical education, workforce development, online learning, agriculture programs, nursing and allied health education, veterinary nursing, NJCAA athletics, rodeo, and student housing.

Located in northwest Kansas, approximately 50 miles from the Colorado and Nebraska borders, CCC serves students from Kansas, Colorado, and Nebraska, as well as across the United States, through its on-campus and online programs. The College plays a vital role in preparing students for transfer to four-year institutions, immediate employment, and lifelong learning while supporting the workforce and economic development needs of the region.

Purpose

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal to supply a fiber optic cabling solution to Colby Community College for two new buildings currently under construction on the CCC campus. This RFP provides vendors with an overview, project timeline, scope of work, and required specifications.

The work includes, but is not limited to, the physical installation of fiber optic pathways (schedule 40, 2" minimum), fiber optic cables, cable management, cable organizers, cable trays, splicing, termination, and enclosures to support the campus network infrastructure.



Project Overview

The project will provide fiber optic connectivity to two new buildings that are currently under construction: an 80-bed dormitory and a new maintenance shop. The dormitory will be served by 48 strand fiber split between two separate IDFs. The maintenance shop will be served by 24 strand fiber.

Project Timeline

The following is a tentative schedule that will apply to this RFP, but it may change in accordance with the College's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Milestone	Date or Deadline
RFP issued	October 16, 2026
Mandatory site walk-through deadline	November 6, 2026
Deadline for questions	November 10, 2026
Response to questions	November 13, 2026
Proposal due date	December 1, 2026, 5:00 p.m. CST
Initial evaluation complete	December 7, 2026
Vendor selection (Board of Trustees meeting)	December 21, 2026
Final award notification	December 22, 2026
Project completion deadline	May 15, 2027

Scope of Work or Specifications

The vendor's responsibilities must include the following.

Installation Requirements

Install single mode OS2 G.625 armored fiber, or equivalent, from the Main Building Distribution Frames (MDF) to each of the two new buildings, terminated into an OS2 single mode straight SC rack enclosure at each IDF. All terminations need test post terminals at both ends.

Locations

- New 80-bed dormitory (under construction): 48 strand fiber, split between two separate IDFs
- New maintenance shop (under construction): 24 strand fiber

Vendor Responsibilities

The vendor is responsible for:

- Placement of cable.
- Attachment of cable to support devices within underground structures and pole lines.



- Placement of conduit.
- Furnishing of fiber optic splice closures.
- Installation of termination hardware.
- Testing using industry standard equipment with exported results upon completion.

Functional Requirements

- This installation must carry 10GB transport traffic per pair, with the capability to increase to 100GB per pair for future growth.
- Fiber count should be 48 strand for the dormitory, split between two separate IDFs, and 24 strand for the maintenance shop.
- All fiber links should conform to industry direct burial standards and include locate wire, either in or outside the jacket.
- All runs should be clearly marked at the terminus, with labeling on both ends for individual strands. Labeling must be preapproved by Colby Community College.
- All links should be terminated with SC UPC straight connectors with fan-out kits.
- All links should be tested and verified for 10GB connectivity, with documentation provided outlining attenuation in all runs.
- All fiber links must support single-mode laser-based 10GbE and 40GbE industry specifications.

Engagement Methodology

- All work should be performed with existing infrastructure in place and without disruption to the current wire plant.
- Work may need to be scheduled to cause minimal interruption to standard college business processes and events.
- Work must be coordinated with the construction schedule for each building.
- Where necessary, additional conduit and burial may be required.

Quality Assurance

- Provide a written definition of the warranty for installation work and for the manufacturer's warranty on components installed.

Proposal Requirements

Vendors must prepare and submit, at their own cost, one signed original proposal. The submission must include the vendor's full response, including all attachments, product and service information, and specifications. Each proposal must include:

- Vendor name, address, primary contact, phone, and email
- Itemized pricing and total project cost, using the cost breakdown below
- Manufacturer/model information or service description
- Project timeline and completion date
- Written definition of the installation warranty and the manufacturer's warranty on components
- Any exclusions, in a section labeled "exclusions"
- Proof of insurance and other required attachments

Budget and Estimated Pricing

All vendors must complete the following cost breakdown for the implementation of their solution. Costs must be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 45 days as of December 1, 2026. The College asks that costs be broken out and itemized as best as possible, for its records and to review general materials.

- **Hardware:** List, describe, and record the cost of each piece of hardware required to optimally implement the proposed solution.
- **Installation:** Describe any labor, equipment, supplies, or other costs associated with installing the proposed solution. Describe plans to coordinate and/or gather utility locates in the event that additional conduit and burial are required.
- **Integration:** Describe any labor, equipment, supplies, or other costs associated with integrating the proposed solution.
- **Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of the proposed solution.
- **Documentation and Training:** List any fees associated with user or technical documentation.
- **Warranty:** Include a detailed warranty.
- **Project Management:** List and describe any project management fees associated with the proposed solution.
- **Miscellaneous:** List and describe any other costs associated with the proposed solution.

Mandatory Site Walk-Through

Attendance at a site walk-through is mandatory for any vendor intending to submit a proposal. The walk-through must be scheduled and completed prior to November 6, 2026, at a date, time, and location to be arranged with the College.

To arrange a walk-through, contact Todd Ohlrogge at todd.ohlrogge@colbycc.edu.

Submission Instructions

The RFP will be posted on CCC's [website](#) and will be available for download as of 5:00 p.m. on October 16, 2026.

Proposals will be received by the Controller, Alicia Moore, until 5:00 p.m. CST on December 1, 2026. Submit proposals in one of two ways:

- By email to alicia.moore@colbycc.edu. Electronic submissions must be in PDF or Microsoft Word format.
- By mail to 1255 S Range Ave, Colby, KS 67701, Attention: Alicia Moore.

Questions and Communications

Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically to the Controller, Alicia Moore, at alicia.moore@colbycc.edu. Verbal communication is not effective unless formally confirmed in writing by the procurement official managing this RFP process. In no case shall verbal communication govern over written communication.

- **Errors and omissions in this RFP, and enhancements:** Vendors shall bring to CCC any discrepancies, errors, or omissions that may exist within this RFP, and shall recommend any



enhancements that might be in the best interests of CCC. These recommendations must be submitted in writing and received prior to November 10, 2026.

- Inquiries about technical interpretations must be submitted electronically and received prior to November 10, 2026.
- Inquiries for clarification or information that will not require addenda may be submitted verbally to the procurement contact named above at any time during this process.
- CCC will make a good-faith effort to provide a written response within 5 business days to each question or request for clarification that requires addenda. All questions, answers, and addenda will be shared with all recipients.
- CCC will not respond to any question or request for clarification that requires addenda if it is received after November 10, 2026.
- CCC will respond to all questions by November 13, 2026.
- All pertinent RFP information, including addenda and other answers to submitted questions, will be posted to the [CCC vendors webpage](#) only, under "Active RFPs".

Evaluation and Selection Process

All submitted proposals will be reviewed and evaluated, with the initial evaluation completed by December 7, 2026. The CCC Administration will make a recommendation to the Board of Trustees (BOT) at the December 21, 2026 meeting. The selected vendor will be notified within 24 hours of the BOT's approval of a recommendation.

Mandatory Disclosures and Requirements

Tax Exempt

Colby Community College (CCC) 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 part of this proposal, vendors must clearly define them in a section labeled "exclusions". This includes any portion of the proposal that cannot be provided.

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 and Payment Bond

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

**Subcontracted Work (if applicable)**

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

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).