

**Colby Community College (CCC) – Fleet Vehicle Replacement RFP**  
**(Submission deadline is noon on 12 January 2022)**

**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 1,900 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

CCC owns and maintains multiple vehicles as a part of its fleet. In conjunction with the Master Facilities Plan of CCC, vehicles are maintained and refreshed on a regular basis to ensure that employees and students have reliable transportation as a part of working or learning at CCC. Each year, CCC administration and staff evaluate each vehicle in the fleet. Actual vehicle data is compared to the Master Facilities Plan and that information determines when a vehicle needs replaced.

**Project Goals:**

CCC is seeking competitive, sealed bids in order to purchase five (5) new mid-sized sedan/sport-utility vehicles for our fleet. As part of this process, CCC would like to trade in two (2) 2018 Ford Fusion sedans, one (1) 2015 Chrysler 200, one (1) 2018 Dodge Journey SE, one (1) 2014 Dodge Grand Caravan, and one (1) 2017 Dodge Grand Caravan GT.

**Scope of Work:**

- Appraise the two (2) 2018 Ford Fusion sedans, one (1) 2015 Chrysler 200, one (1) 2018 Dodge Journey SE, one (1) 2014 Dodge Grand Caravan, and one (1) 2017 Dodge Grand Caravan GT to determine fair trade-in value.
- Locate or build to order five (5) new mid-sized sedan/sport-utility vehicles for our fleet.
- Ensure all new vehicles are delivered to CCC and functioning properly.

**General Information:**

- CCC is open to vendor recommendations regarding make and model of new vehicles.
- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- Any questions can be directed to Bill Hancock, Director of Special Projects, at (785) 250-7213 or e-mail him directly at [bill.hancock@colbycc.edu](mailto:bill.hancock@colbycc.edu).
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded from there directly as of 5:00 p.m., 17 December 2021.

### **Description of CCC Vehicles to be Traded-in:**

Please contact Bill Hancock at (O – 785/460-5445 or C – 785/250-7213), or e-mail him directly at [bill.hancock@colbycc.edu](mailto:bill.hancock@colbycc.edu) for details and description.

### **Project Timeline:**

The vehicles proposed **MUST** be delivered to CCC on or before 30 June 2022. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

### **Submission of Proposals:**

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 pm (noon), 12 January 2022 to Bill Hancock, located in Thomas Hall (CCC’s Main Campus), or [bill.hancock@colbycc.edu](mailto:bill.hancock@colbycc.edu). \*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Director of Special Projects.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, then CCC will make a recommendation to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on 24 January 2022. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

### **Elements of Proposal:**

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

1. Manufacturer and model/trim of units being proposed.
2. All additional vehicle options (if possible, include the vehicle window sticker).
3. Please disclose the Manufacture Suggested Retail Price (MSRP).
4. Specific warranty details for each vehicle proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the four (4) vehicles delivered to CCC.
7. Timeframe to secure and deliver vehicles.

### **Minimum Requirements for Each Vehicle:**

#### Mid-Size Sedan or Sport-Utility Vehicle

- Automatic transmission
- Air conditioner/heater
- Cruise control/tilt
- Front wheel or all-wheel drive
- Three to six cylinders
- Keyless entry
- Four door vehicle
- Power locks
- Power windows
- At least 30 MPG Hwy
- Factory warranty
- Clear, unbranded title

### **Preferences for all Vehicles:**

- Colors - white, beige, silver, gold/tan (lighter colors preferred)
- Safety – vehicles with high industry rated crash testing, air-bag performance, and accident avoidance safety features
- Warranty – new factory warranty

### **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.

#### **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. CCC reserves the right to request a different sub-contracted company.

#### **Proof of General Liability Insurance:**

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

#### **Performance Bond (if applicable):**

Pursuant to CCC institutional policies, all construction related projects greater than \$100,000 will require the vendor to purchase and provide proof of a performance bond for 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.

**Point(s) of Contact:**

- Bill Hancock, bill.hancock@colbycc.edu or contact him directly at 785/460-5445
- Justin Villmer, justin.villmer@colbycc.edu or contact him directly at 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 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).

