



Bathroom Replacement-Phase I RFP
(Submission deadline is 12 p.m. on March 11, 2024)

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 2,400 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.

Project Goals:

Colby Community College is seeking to remodel four bathrooms on campus before August 1, 2024. The project involves one male bathroom and one female bathroom in Thomas Hall, and one male bathroom and one female bathroom in the Student Union. This will include upgrading current restrooms with new finishes/fixtures and making them ADA-accessible where practical and required. A vendor must ensure that bringing existing rooms into ADA compliance will not jeopardize the total required fixtures needed to service the building.

General Information:

The following are requirements for the RFP:

- Remove & dispose of
 - Ceiling tiles and grid
 - Wall tile
 - Flooring
 - Plumbing fixtures
 - Restroom accessories
 - Toilet partitions
 - Entry doors and frames
 - Electrical fixtures and devices
 - HVAC registers, grilles and fans
- Furnish and install
 - Framing and sheathing, if necessary
 - Entry doors, frames and hardware
 - Tile flooring
 - Tile wall covering
 - Suspended ceiling grid and tiles
 - Toilet partitions – solid plastic (HDPE)
 - Restroom accessories

- Plumbing fixtures including all required rough-in and installation materials
- HVAC registers, grilles and fans including all required rough-in and installation materials
- Electrical fixtures and devices including all required rough-in and installation materials

The following color scheme/preferences are required unless prior approval is established prior to the project:

- The walls and flooring should be white or another neutral color.
- Toilet partitions should be blue in color.
- All toilet and sinks should utilize motion detection as well as a manual option (if not available, please specify).
- All final finishes will be determined in collaboration with the College.

Any questions can be directed to Ms. Sheri Knight, Vice President of Business Affairs, at (785) 460-5407 or email her directly at sheri.knight@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. on February 13, 2024.

Project Timeline:

The Bathroom Remodel project **MUST** include a completion time on or before August 1, 2024, for the entirety of the remodel. Preference may be provided to vendors who can deliver the item in a more expedited manner.

Submission of Proposals:

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on March 11, 2024, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email sheri.knight@colbycc.edu.

The proposals will be opened by the Vice President of Business Affairs and Vice President of Academic Affairs.

A physical inspection of the sites must occur before a bid is submitted. The deadline for a physical inspection to occur is March 1, 2024, before noon.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to accept to the Board of Trustees (BOT); the BOT meeting will be held on March 18, 2024. The selected vendor will be notified within 24 hours after the BOT approves a recommendation.

Elements of Proposal:

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

1. Scope of work.
2. A detailed overview of the finishes and materials utilized.
3. A timeline for completion.
4. A certificate of liability for the vendor.
5. A detailed cost overview of the project.
6. Acknowledgment that the vendor is responsible for code compliance and any and all permits.
7. A proposed timeline for beginning the project (which cannot occur until May 13, 2024).

Mandatory Disclosures:**Tax Exempt:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that 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's name and work to be completed must be included in the proposal. CCC 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) at CCC.

Sheri Knight, Vice President of Business Affairs

Phone: (785) 460-5407

Email: sheri.knight@colbycc.edu.

Any communication received by anyone else at CCC should not be included in the proposal.

Point(s) of Contact:

Sheri Knight, sheri.knight@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. 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).