

## ATHLETIC DEPARTMENT

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### **October 13, 2021 SOFTBALL SCOREBOARD COLBY COMMUNITY COLLEGE**

#### **PURPOSE:**

The purpose of the request for proposal (RFP) is to invite prospective vendors to submit a proposal for replacing the existing softball scoreboard at Carl Adams Field on the Colby Community College (CCC) campus. The current scoreboard has multiple light bulbs that are no longer able to be replaced and as such a new scoreboard is needed.

#### **PROJECT TIMELINE:**

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

- |                               |                  |
|-------------------------------|------------------|
| • Issuance of RFP             | October 13, 2021 |
| • RFP Closes                  | October 28, 2021 |
| • Complete Initial Evaluation | October 29, 2021 |
| • Final Award Notification    | November 1, 2021 |
| • Project Completion Deadline | February 1, 2022 |

#### **SCOPE OF WORK:**

The selected vendor will be responsible for the delivery and installation of the replacement scoreboard as well as disposal of the existing scoreboard.

What is CCC responsible for?

- CCC will provide a detailed overview of the existing scoreboard.
- CCC will be responsible for selecting the Color of LEDs, scoreboard and trim from the options provided by the vendor.

What is the vendor responsible for?

- The vendor is responsible for removing and disposing of the existing scoreboard.
- The vendor is responsible for the complete installation of the replacement scoreboard and all necessary equipment to operate the scoreboard.
- The vendor will provide all options for the color of LEDs, scoreboard and trim. Bidders should include all color choices as a part of their bid package.



### **INSTRUCTIONS TO BIDDERS**

All bids must be emailed to Mike Saddler ([mike.saddler@colbycc.edu](mailto:mike.saddler@colbycc.edu)) with the subject "Softball Scoreboard RFP":

The current scoreboard is a Fair-Play Model # BA-7200 which was installed in 2000. The replacement scoreboard will use the existing steel supports and footings.

Bids must be received before 5:00 PM, CST, Thursday, October 28, 2021.

**AWARD DATE:** The selected vendor will be notified on November 1, 2021.

**CONTACT INFORMATION:** Please direct questions on bids to Mike Saddler, Athletic Director, [mike.saddler@colbycc.edu](mailto:mike.saddler@colbycc.edu) or contact directly at (785) 460-5548.

**MANDATORY DISCLOSURES:** Colby Community College is a tax-exempt entity and all sealed bids should reflect the exclusion of sales tax.

**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).

**DISCREPANCIES:** Should a bidder find discrepancies in, or omissions from bid documents, or should he/she be in doubt as to their meaning, he should at once notify Mike Saddler, Athletic Director, (785)460-5548, who will send written instruction to all bidders. All addenda or bulletins issued by CCC for the instruction to bidders are to be incorporated in proposal and will become a part of the contract documents.

**BASE BID:** See below for specifications for the base bid to replace the existing scoreboard at Carl Adams Field. The current scoreboard is 14'x5'5". Existing signage above and below the scoreboard will remain in place.

Traditional Baseball/Softball scoreboard with LED digits for score, inning, ball, strike, and out as well as indicator LED's for hit/error as noted below:

- a. Dimensions: 14 feet wide by 5 1/2 feet tall
- b. LED Digit Size: 18 inches tall
- c. LED Hit/Error Indicator Lights: 3.5 inches
- d. Wireless controller is required
- e. Bid price must include freight, delivery, installation, warranty, and all necessary equipment in order to complete operation of scoreboards

Other LED digit sizes will be accepted as valid bids, but the optimal sizes are noted above. Other size scoreboards will be accepted as valid bids; however, the current supports should be used to reinstall the new board. In addition, the base bid should include wireless controller with a minimum broadcast distance of 500'. Color of LEDs, scoreboard and trim to be designated when the bid is awarded, but bidders should include all color choices as a part of their bid package. Failure to provide LED pixel size, digit size and/or complete color choices, and installation costs could be grounds for rejection of the bid.

## BID FORM

Softball Scoreboard  
Colby Community College  
1255 S. Range  
Colby, KS 67701

We hereby submit our bid for the proposed scoreboard replacement at Colby Community College. All bid specifications and instruction to bidders are incorporated with this bid.

**Base Bid:** LED SOFTBALL SCOREBOARD 14'x5'5"      \$

Bid is to include:

- 1) Warranty should be clearly specified for scoreboard and all components.
- 2) Any deviations from above specifications should be clearly noted.
- 3) All color options should be included with the bid.

**Bidder must sign below and return this document with bid indicating agreement with specifications and terms as stated above.**

I have read and understand the terms and specifications of the request for sealed bid above and will comply to such terms and specifications.

Company Name(printed) \_\_\_\_\_

Individual Name(printed) \_\_\_\_\_

Individual Contact Info \_\_\_\_\_

Individual Name (signed) \_\_\_\_\_

Date \_\_\_\_\_