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Water Softener RFP
(Submission deadline is noon CST on Nov. 5)

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 is seeking competitive, sealed bids to install a comprehensive water softening system(s) in order to provide treated *soft water* for the buildings on the main campus at 1255 S. Range Ave., Colby, KS 67701.

Project Goals

Currently, CCC has a central water softening system located near the Director of Maintenance Office, which provides soft water to several buildings. However, this system may not have enough capacity for all the buildings it serves. Additionally, there is a water softening system located in Hines Hall; this system only provides soft water to Hines Hall.

Over the last few years, Embree Hall (a 3-story dormitory) has experienced an abnormally high number of maintenance issues attributed to *hard water*.

No other buildings have experienced a high number of maintenance issues attributed to hard water, however, CCC wants to be proactive in its approach, and seeks to improve the water quality for all buildings.

Scope of Work

- Sample water from all buildings; conduct analysis to determine hardness to identify and prioritize needs for soft water treatment.
- Inspect CCC's overall fresh water system and each building's fresh water system, then make recommendations regarding water softening unit(s), plus the most efficient and effective placement of the water treatment unit(s).

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- Install the unit(s), to include any plumbing, electrical, and carpentry work required. (NOTE: CCC maintenance personnel may be able to assist with any required plumbing, electrical, and carpentry work.
- Ensure all units and related work is in compliance with all applicable codes.
- Ensure all units are functioning properly.
- Once units are functioning, sample and analyze *softened* water to illustrate the effectiveness of the softening units.

General Information

- CCC is open to vendor recommendations regarding strategic placement of units and required capacities.
- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- ***Vendors are required to physically look at the project site.*** *To be considered an eligible bidder, the vendor must inspect the property no later than 29 October, 2021 at 5:00 pm. Please coordinate these activities with Bill Hancock, (785) 250-7213 or e-mail him directly at bill.hancock@colbycc.edu. Any questions can also be directed to the aforementioned contact provided.*
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/>, and can be downloaded from there directly as of 10:00 a.m., 20 October 2021.

Project Timeline

The project needs to be completed no later than 31 December, 2021. 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), 5 November, 2021 to Bill Hancock (Director of Special Projects), located in Thomas Hall (CCC's Main Campus), or 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 15 November, 2021, to select a vendor. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

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Elements of Proposal

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

1. The water analysis data from all buildings sampled.
2. The model of the recommended unit(s), their capacity, and where they should be placed.
3. Estimated annual cost to maintain (service) each unit installed.
4. Description of related plumbing and electrical work required for installation.
5. Description of related carpentry/construction work required for installation.
6. Warranty information of recommended units.
7. Warranty information for installation workmanship.
8. Estimated timeline required to order, receive, and install all units.
9. Detail breakdown for each aspect of the proposal, e.g., water softener unit cost, electrical work cost, plumbing work cost, etc.
10. Proof of current general liability insurance with a minimum coverage of \$1,000,000 aggregate.

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.

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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 inquires and questions to the following individual 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) 250-7213
- 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).