



**Colby Community College (CCC) – Utility Task Vehicle-Revised 11.6.2023
RFP (Submission deadline is 12 am (noon) on November 16, 2023)**

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. CCC is seeking bids for a new Utility Task Vehicle (UTV) for their 60-acre farm.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase a new UTV for their 60-acre farm and training facility for checking and feeding cattle, hauling water, fixing fence, and programmatic curriculum and training.

General Information:

CCC is requesting a new UTV to meet or exceed the following specifications:

- Ability to fit two (2) passengers
- Electrical start
- Four or six wheels for the wheel base
- Gas model
- Length of one hundred ten (110) to one hundred twenty-five (125) inches
- Longer tail gate portion for additional cargo (preferred)
- Minimum Cargo Capacity of 1,000 LBS
- Minimum Payload Capacity of 1,200 LBS
- Minimum Towing Capacity of 1,000 LBS
- Safety features
- Storage capacity for hauling equipment
- The UTV must be enabled to engage in four-wheel drive
- Width of forty-eight (48) to sixty-four (64) inches

Any questions can be directed to Shane Watson, Farm Manager, at (785) 460-5484 or email him directly at shane.watson@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 November 1, 2023.

Project Timeline:

The UTV bids proposed **MUST** include an ETA for delivery to CCC before June 30, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate. 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 November 16, 2023, 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, Vice President of Academic Affairs, and the Director of Special Projects.

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 November 20, 2023. 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 of unit being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP), as well as any potential discount that would be received.
4. Specific warranty details for each unit proposed.
5. UTV specifications (i.e., fuel type, horse power, power steering, and towing capacity)
6. Document any related fees or processing fees.
7. Document any delivery fees to have the items delivered to CCC.
8. Timeframe to secure and deliver items.

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’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.

Shane Watson, Farm Manager

Phone: (785) 460-5484

Email: shane.watson@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 contact her 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).