



Deadline for bid submissions: 4:00 p.m. CST, Friday, October 12, 2018.

Project Name or Description: Athletic Apparel Provider
Company Name: Colby Community College Department of Athletics
Address: 1255 South Range
City, State, Zip Code: Colby, KS 67701
Procurement Contact Person: Mike Saddler
Telephone Number of PCP: 785.460.5548
Email Address of PCP: mike.saddler@colbycc.edu

1. Background/Introduction

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginning in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 1,900 students. In addition to an 80-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect.

Athletically, Colby is a member of the NJCAA and competes as a member of the national recognized Kansas Jayhawk Community College Conference. The Trojans boast 3 NJCAA National Championships, 26 Region 6 Championships, and 15 Conference titles.

Colby currently sponsors the following men's sports:

- Baseball
- Men's Basketball
- Men's Cross Country
- Men's Indoor/Outdoor Track Wrestling

Colby currently sponsors the following women's sports:

- Women's Basketball
- Women's Cross Country
- Women's Indoor/Outdoor Track
- Softball
- Volleyball

Colby also sponsors the following co-ed programs:

- Cheer/Dance
- Equestrian Livestock
- Judging
- Rodeo



2. Project Goals and Scope of Services

Colby is seeking to enter into a multi-year agreement with a qualified and experienced local athletic, apparel, footwear, and uniform dealer to procure a full range of sports uniforms, and related apparel and shoes from one manufacturer for all teams at the CCC Department of Athletics on an as-needed basis.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: September 28, 2018

Due date for proposals: October 12, 2018

Selection of Vendor: October 15, 2018

4. Time and Place of Submission of Proposals

In order to be considered in the selection process, interested parties shall submit a copy of their Athletic Apparel proposal via email no later than **4:00 p.m. Friday October 12, 2018** to:

Colby Community College
Attn: Mike Saddler

Re: Athletic Apparel Provider
mike.saddler@colbycc.edu

The college reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened.

The college is not liable for any cost incurred by any person or firm responding to this RFP.

Additionally, the College reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.

5. Timeline

The initial contract period will be from the date of the award, officially October 15, 2018 through June 30, 2021, with the option to renew for one year at a time for up to two years unless either side opts to terminate the agreement.

6. Elements of Proposal

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



- Description of the products and services included in the agreement.
- Description of pricing method for products & services including any discounts, promotions, and incentives provided.
- Additional benefits that may be provided such as team stores, advertising, sign on bonus, or other items (those items listed provided as examples only and are not intended to be all encompassing)
- Sales representative information including how the sales representative(s) will provide service to Colby Community College including but not limited to information on the ability embellish items such as screen printing or embroidery.
- Information detailing any termination clause