



Challenge. Create. Connect.

Purpose:

Proposals due by noon on July 12, 2019

The purpose of this Request for Proposal (RFP) is to obtain bids for a new furniture that will be utilized in Living Center East-South. Colby Community College is looking to purchase 48 desktop or study chairs, six love seats, and six couches.

Furniture RFP Overview (Love Seats and Couches):

- Love seats and couches need to be black, brown, or gray (this color order reflects institutional preference)
- Love seats and couches must contain a warranty that is applicable to collegiate use
- Love seats and couches need to be a leather, bonded leather, or faux leather material
- Love seats and couches must be a durable material that withstand the demands and use of college-aged students

Furniture RFP Overview (Desktop or Study Chairs):

- Desktop or study chairs need to be gray or black (this color order reflects institutional preference)
- Desktop or study chairs must contain a warranty that is applicable to collegiate use
- Desktop or study chairs need to be of sturdy construction, a metal or wood material is required.

Bidding Disclosure:

Submitted bids must detail the following: furniture warranty, color, material construction, and date of availability if awarded the bid.

Timeline:

Colby Community College is issuing this RFP on June 28, 2019 and is requesting bids back by July 12, 2019, by noon. Vendors will be notified no later than July 15, 2019 of the results of the bids.

Perimeters:

Colby Community College (CCC) is only accepting bids on new furniture that matches the detail in the RFP overview. In addition, preference will be provided to furniture that is less expensive, but the decision process is not solely predicated on price, the quality of materials are also evaluated. Cumulative price of submitted bid is not to exceed \$20,000. All furniture must be available for delivery on or before August 12, 2019 (this will be coordinated with the awarded vendor). CCC reserves the right to split bids and award to more than one vendor.

Bids & Questions:

Please direct questions or bids to Seth Carter, seth.carter@colbycc.edu or contact him directly at (785) 460-5400. It is preferred that bids are received electronically, via e-mail, due to them being time stamped and overall convenience.

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.