



**Colby Community College (CCC) – Dog Runs for New Agriculture Building
RFP (Submission deadline is noon on May 12, 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 dog run for the new agriculture building.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase new dog runs for their Veterinary Nursing Program at the new agriculture building.

General Information:

CCC is requesting new dog runs to meet or exceed the following specifications:

- Two (2) – sets of back-to-back double kennel dog runs consisting of five (5) double kennel dog runs with an aluminum guillotine transfer door with a full isolation stainless steel panel between each back-to-back individual kennel. Each run is forty-eight (48) inches wide, seventy-two (72) inches tall, and seventy-two (72) inches deep. Each set has ten (10) individual runs that are back-to-back to make five (5) double kennel dog runs.
- Two (2) – sets of five (5) runs: running along a wall with all side and back panels and two (2) side-by-side transfer doors per set of five (5). Each run is forty-eight (48) inches wide, seventy-two (72) inches tall, and seventy-two (72) inches deep;
- Thirty (30) stainless steel grill front gates;
- Twenty-four (24) stainless steel side panels with a lower isolation portion that is 48” tall and an upper stainless steel wire portion that is 24” tall for the two (2) sets of five (5) double kennel dog runs;
- Ten (10) stainless steel full isolation back panels with aluminum guillotine transfer doors for the two (2) sets of five (5) double kennel dog runs;

- Four (4) stainless steel full isolation side panels with side-by-side aluminum transfer door. Eight (8) stainless steel full isolation side panels and ten (10) full isolation stainless steel back panels for the two (2) sets of five (5) individual runs;
 - Stainless steel flip-up resting benches for each run;
 - Stainless steel grill top panels for each run;
 - Layout designed for runs to sit on a sloped floor to a trough drain system with the flip-up resting bench being the trough cover;
 - Include all hardware required for installation;
 - Include a quote for installation.
- Any questions can be directed to Dr. Jennifer Martin, Veterinary Nursing Program Director, at (785) 460-5466 or jennifer.martin@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 April 28, 2023.

Project Timeline:

The dog run bids proposed **MUST** include an ETA for delivery to CCC on or before August 15, 2023. 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 p.m. (CST) on May 12, 2023, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at sheri.knight@colbycc.edu.

*The proposals will be opened by the Vice President of Business Affairs and Vice President of Academic Affairs.

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 May 15, 2023. The selected vendor will be notified within 24 hours after the BOT has approved a recommendation.

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).
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. 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 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.

Dr. Jennifer Martin, Veterinary Nursing Program Director

Phone: (785) 460-5466

Email: jennifer.martin@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 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).