

**Colby Community College (CCC) – Hines Hall-First Floor Renovation
RFP (Submission deadline is noon on April 10, 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 sealed bids for the first floor of Hines Hall. The area had to be abated due to a mold issue created by a cracked water softener in December 2022. The area is comprised of four living areas, with four individual rooms per living area and one shared restroom per living area. The area has 16 individual rooms, four bathrooms, and four common areas (or living rooms).

Project Goals:

CCC is seeking competitive, sealed bids in order to repair the bottom units of Hines Hall. Hines Hall is located at the College's main campus at 1255 S. Range Ave., Colby, Kansas, on or before August 10, 2023.

Project Overview:

Hines Hall's first floor has already been abated down to the wood frame in each area. Service Master performed this work. All materials have been removed from each affected living space (drywall, flooring, etc.). The area is comprised of four living areas, with four individual rooms per living area and one shared restroom per living area. The area has 16 individual rooms, four bathrooms, and four common areas (or living rooms). The selected Vendor will be responsible for the following areas of repair:

- **Bond:** In accordance with statute 60-1111 (Public Works Bond) and 16-1909 (Public-private agreement; bond requirements), Colby Community College will require the selected Vendor to obtain a bond on any project that exceeds \$100,000.
- **Cleanup/Disposal:** The selected Vendor is responsible for the cleaning/disposal of materials after the renovation has been completed.
- **Code/Compliance:** The selected Vendor is responsible for adhering to all applicable code, compliance, and regulatory requirements.
- **Concrete:** The selected Vendor should not have any concrete work to perform.
- **Doors and Windows:** Removal and replacement of all interior and exterior doors. All entry doors/windows will need new frames. Doors will be prepared utilizing the CCC master key system, and all doors will include a deadbolt feature. All doors and windows will be prepared with a paint finish that will be determined by consultation

with CCC. The front entrance doors will be a solid core, wooden door. Windows should not require replacement.

- **Electrical:** Electrical replacement will be minimal, but any affected electrical receptacle that has been damaged will need repaired. Replacement of bathroom exhaust fans and all existing receptacles, face plates, switches, and data jacks.
- **Exterior Renovations:** The selected Vendor should not have any exterior renovations to perform.
- **Flooring:** The selected Vendor is responsible for the replacement of all flooring and cove base throughout the living areas. Carpet squares should be a Shaw Carbon Copy, 28 OZ, in the color Sidekick, or an approved applicable substitute. The cove base should be *charcoal gray, Johnsonite 49*, or an approved applicable substitute.
- **HVAC:** removal and disposal of gas air conditioning and furnace. Furnish and install air conditioner, evaporator coils, and replacement of furnace (where applicable). Clean ducts and replace thermostats.
- **Insulation:** Replacement of insulation with current standards of needed insulation, minimum of R-30 thermal ball insulation required.
- **Insurance:** The selected Vendor is responsible for obtaining their own insurance, this includes but is not limited to: workers compensation, project insurance, etc.
- **Interior Renovations:** new flooring and carpet, new sheetrock, painting interior, finish work, cabinets, bathroom partition, electrical work, and new fixtures. All material types, depths, and any other important variances are required to be disclosed.
- **Masonry:** The selected Vendor will not need to perform any masonry work.
- **Measurements/Inspection:** The selected Vendor is responsible for completing any of their own measurements and for completing a visual inspection of the area before a bid can be submitted.
- **Paint:** The selected Vendor will be required to paint the area utilizing Benjamin Moore (or approved substitute)-*1611 Gray tint paint*, with the following color combination:
 - W637-1X**
 - Y3 Ox 2.5000*
 - S1 Ox 9.500*
 - R1 Ox 2.000*
- **Permits:** The selected Vendor is responsible for obtaining their own permits.
- **Plumbing:** The College has the toilets and bathroom partions, the selected Vendor will not be responsible for providing these items, but will be responsible for their installation.

- **Sidewalks:** The selected Vendor will not be performing any sidewalk repair.

Project Timeline:

The Hines Hall first-floor renovation must be completed by August 10, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate. Renovation of the area may begin on May 15, 2023.

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 April 10, 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 Accounting Administrative Assistant.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend to the

Board of Trustees (BOT) for a decision; the BOT meeting will be held on April 17, 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. The scope of work that will be performed.
2. Specific warranty details for the work performed.
3. Documentation of insurance and applicable bonds.
4. Timeframe to perform and materially complete the work.
5. Any project exclusions.
6. A detailed bid submission that provides exact costs.

Mandatory Disclosures:

Tax Exemption:

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. 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).