



Colby Community College Student Union Roof Replacement RFP
(Submission deadline is 12 p.m. on June 25, 2024)

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.

Project Goals:

Colby Community College is seeking a competitive bid for the following scope of work on the Student Union roof. The roof consists of adhered rubber roofing, insulation, gravel built-up roof, and fiberglass insulation. Approximate SQ. FT. 25,000.

General Information:

Colby Community College is seeking replacement of the Student Union roofs in the following manners and conditions:

- Remove existing roofing material, haul it to landfill
- Install two (2) layers of 2.5-inch ISO insulation
- Rhinobond, 60 Mill, TPO roofing system
- Flash all penetrations with TPO
- Terminate all counter-flashings with aluminum termination bar
- Remove coping cap metal
- Reinstall coping cap metal using new aluminum banding at laps.
- Roof needs to come with a 20-year NDL warranty and 2-year workmanship warranty.
- Area needs to be cleaned, and all non-essential materials disposed of
- Company must carry their own insurance and permits
- Upon winning the bid, the company is expected to have the job completed within 90 days unless an alternative time frame is agreed upon by CCC and the vendor

Any questions can be directed to Ms. Sheri Knight, Vice President of Business Affairs, at (785) 460-5407 or sheri.knight@colbycc.edu

The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded as of 5:00 p.m. on May 31, 2024.

Project Timeline:

This project must be completed within 90 days of the bid being awarded. Preference will be provided to vendors that can complete the project before the fall semester begins (August 15, 2024).

Submission of Proposals:

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) June 25, 2024, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at sheri.knight@colbycc.edu.

The Vice President of Business Affairs will open the proposals.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to the Board of Trustees (BOT) at the July 15, 2024 meeting. 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. Scope of work being completed
2. Specific warranty for the project.
3. Detailed pricing with all applicable costs/fees included.
4. Document any delivery fees to have the items delivered to CCC.
5. Timeframe to secure and deliver items.
6. Timeframe for completion.
7. Proof of insurance from the Vendor; the Vendor is responsible for all applicable workers' compensation insurance and permits.
8. If the project exceeds \$100,000, the Vendor is required to have a bond for the project.

Mandatory Disclosures:**Tax Exempt:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that no sales tax is 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*.

Scope of Project:

The vendor is responsible for physically inspecting the area and ensuring their own accurate measurements on or before June 21, 2024. The vendor assumes all responsibilities related to the accuracy of their measurements. This site visit can be coordinated with Vice President Knight.

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 the 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.

Sheri Knight, Vice President of Business Affairs

Phone: (785) 460-5407

Email: sheri.knight@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).