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## **Colby Community College - Forklift RFP**

*(Submission deadline is 12 p.m. on Friday, May 2, 2025)*

### **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 1,900 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre Agricultural Center for students to use as a hands-on laboratory and training facility.

### **Project Goals:**

CCC is seeking competitive, sealed bids for a Forklift that will be utilized for classes on our Norton Correctional Facility campus.

### **Scope of Work:**

The selected vendor will be responsible for ensuring all specifications are met and for delivery of the forklift to Norton Correctional Facility

### *CCC Responsibilities:*

- Ensuring there is clearance from NCF/KDOC for the delivery of the Forklift
- Ensuring space for the forklift to be housed at NCF

### *Vendor Responsibilities:*

- The vendor is responsible for verifying all specifications listed.
- The vendor is responsible for providing written manufacturer warranty, information and product specification sheets from the manufacturer for products specified.
- The vendor is responsible for ensuring delivery of the forklift to NCF
- The vendor should provide a description of how its Forklift will benefit CCC's goal of utilizing the forklift to teach forklift certification classes.
- The vendor is responsible for providing a realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, and verifying, delivery. (For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)
- The vendor will coordinate and finalize selections upon the award of the contract.
- The vendor is responsible for delivering the forklift to the NCF campus.
- The vendor is responsible for disposing of all trash and debris created by delivery.

**Preferences/General Specifications:**

- Minimum 4500 Pound Capacity
- Electric-gas will not be considered
- Sit down
- Prefer to not have a Big Joe

**General Information:**

- *CCC is open to vendor recommendations regarding materials and installation.*
- The issuing office is the sole point of contact for the provisions of this RFP and resulting proposal.
- **NOTE: CCC will need to ensure the forklift is delivered on or before June 30, 2025.**
- Any questions can be directed to Brandon Gay at 785.877.6701 (office) or email at [brandon.gay@colbycc.edu](mailto:brandon.gay@colbycc.edu) or Nikol Nolan, at 785.460.5490 (office), or email at [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu).
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/>, and can be downloaded as of 5:00 p.m., Friday, April 18, 2025.

**Project Timeline:**

The project **MUST** be completed on or before **June 30, 2025**. 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, Friday, May 2, 2025, to Patty Mead located in Thomas Hall (CCC's Main Campus), or to Nikol Nolan ([nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu)), located in the Robert E. Burnett Memorial Student Union.

**Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, then CCC will make a recommendation to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on Monday, May 19, 2025. 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. Written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
2. A description of how its forklift option selection will benefit CCC's goal of providing Forklift Certification courses.
3. A realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, verifying, and delivery.  
(For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)
5. Total cost of the product, including any delivery costs associated in order to complete the project.

**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 work (as defined in the Scope) on this project will be outsourced to a third party, the vendor name and work they are expected to complete, must be included in the proposal. CCC reserves the right to request a different sub-contracting company.

**Proof of General Liability Insurance:**

Each vendor must include proof of current general liability insurance as a part of the proposal. The policy coverage should have a minimum of \$1,000,000 aggregate coverage.

**Performance Bond (if applicable):**

Pursuant to CCC institutional policies, all construction related projects greater than \$100,000 will require the vendor to purchase and provide proof of a performance bond for the entire project.

**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:**

- Nikol Nolan, [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu) or 785.460.5490
- Justin Villmer, [justin.villmer@colbycc.edu](mailto:justin.villmer@colbycc.edu) or 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).