



Colby Community College (CCC) – “Student Union - Kitchen and Food/Beverage Serving Area Remodel”

Request for Proposal (RFP)

Submission deadline is 12 p.m. (noon) on February 6, 2026 CST

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 and is a dynamic institution with 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 offers a food service program for students and employees on campus. The food service program is outsourced to a vendor. As a part of the agreement, the College is responsible for maintaining the facility and equipment utilized in the preparation and serving of food. The kitchen and food/beverage serving areas need considerable repairs and improvements to ensure a safe and clean environment for students and employees. The overall goal of this project is to complete the necessary repairs and improvements to the kitchen and food/beverage serving areas to provide a modern, up-to-date feel, similar to other areas remodeled on campus.

Colby Community College formally solicits your written proposal/bids to provide the necessary repairs and improvements to the kitchen and food/beverage serving areas in the Student Union on the Colby Community College campus.

Project Scope:

- Kitchen & Cafeteria
 - Remove and Reinstall kitchen equipment
 - Demo (remove and dispose of)
 - Concrete floor where required for sewer line repairs
 - HM door frames and wood doors
 - Floor tile and vinyl base
 - Wall covering

- Ceiling grid and tiles
- HVAC registers and grilles
- Plumbing pipe and fittings for equipment removal and installation
- Sewer line where required
- Grease trap
- Electrical light fixtures and wall devices
- Intercom system
- o Furnish and install
 - Concrete floor where required for sewer line repairs
 - HM frames and wood doors
 - Flooring: porcelain tile and/or epoxy flooring
 - Kitchen area should be non-slip epoxy (cost-saving measure)
 - The food serving area should be porcelain tile
 - o Food serving area should have CCC lettering installed in the middle of the floor.
 - o OPTIONAL BID - We would like for the Trojan logo to be displayed in porcelain tile, and will need to follow the CCC branding guidelines found here:
<https://www.colbycc.edu/Assets/Documents/About/Public-Information/branding-guide.pdf>
 - Smooth FRP on all walls
 - Suspended ceiling grid and tiles (grid to be aluminum and tiles to be vinyl-faced sheetrock panels)
 - HVAC registers and grilles
 - Plumbing pipe and fittings to install kitchen equipment
 - Sewer line
 - Grease trap
 - Hot water booster located in storage room, S of kitchen
 - Water shut-off valves to isolate kitchen from rest of building
 - Replacement valves at all water lines in the workspace
 - Light fixtures (fixtures furnished by owner)
 - Electrical wall devices and cover plates
- Beverage Station
 - o Remove and Reinstall beverage station equipment
 - o Demo (remove and dispose of)
 - Concrete floor where required for sewer line repairs
 - HM door frames and wood doors
 - Floor tile
 - Wall covering
 - Plumbing pipe and fittings for equipment removal and installation

- Sewer line where required
- o Furnish and install
 - Concrete floor where required for sewer line repairs
 - HM frames and wood doors
 - Flooring: porcelain tile
 - Smooth FRP on wall along back side of beverage station
 - Plumbing pipe and fittings to install kitchen equipment
 - Sewer line
 - Replacement valves at all water lines in workspace
 - Electrical wall devices and cover plates

All questions should be directed to Mr. Justin Villmer, Vice President of Finance and Operations, at (785) 460-5407 or by email at justin.villmer@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 12:00 p.m. on December 5, 2025.

Physical Inspection

A physical inspection of the site **MUST** occur before a bid is submitted. The deadline for a physical inspection to occur is January 14, 2026, by 5:00 pm. Any bid received without a physical inspection will not be opened and will be rejected. Please work with Mr. Justin Villmer, Vice President of Finance and Operations, at (785) 460-5407 or (785) 338-3488.

Project Timeline:

This kitchen and food/beverage serving area project **MUST** include a final completion time on or before August 1, 2026, for the entire repair and remodel. Preference may be given to vendors who can complete these projects more expeditiously. Priority consideration will be applied to those companies that can complete the project/scope of work by August 1, 2026.

Contractor Requirements:

The Contractor **MUST** comply with ALL of the following requirements:

- The contractor is responsible for any damage caused during installation.
- The contractor is responsible for removing all work-related debris from the job site.
- Any and all repairs that are recommended/required outside the scope of the project and/or additional considerations will be quoted separately.
- All work shall be done in a professional manner and shall comply with local, state, and federal code/regulations. This includes OSHA, Kansas Department of Agriculture, Fire Inspector, etc.
- Provide licensed staff as required with the work being requested.
- All equipment must be of the current year model, providing all manufacturer warranties.
- All ordering and receiving of supplies/materials.
- Applying for and maintaining required permits for all employees or subcontractors.

- Paying associated fees for permits, licenses, or other things.
- Employee labor
- Travel costs associated with the project.
- Equipment needed to complete the job.

Elements of Proposal:

A submission should, at a minimum, include the following elements (no specific order):

1. Scope of work.
2. Manufacturer product and/or model of units/equipment being proposed.
3. A detailed overview of the finishes and materials utilized.
4. Specific warranty details for any fixtures/equipment and labor.
5. A certificate of liability insurance.
6. Base Bid - A detailed cost overview, including a clear final price of the entire project with the CCC letters in the porcelain tile.
7. Optional Bid - The additional cost to furnish and install a porcelain tile of the Colby Community College Trojan logo and the recommended size, shape, and placement of the logo. <https://www.colbycc.edu/Assets/Documents/About/Public-Information/branding-guide.pdf>
8. Acknowledgement that the vendor is responsible for code compliance and any and all permits.
9. Proposed timeline for completion.
10. Any exclusions must clearly be labeled in the proposal.
11. Acknowledgement that if the total project cost exceeds \$100,000 a performance bond is included the cost of the quote.
12. Acknowledgement to agree to the terms of the DA-146, if a formal contract will be needed. Terms of the DA-146 can be found here: <https://admin.ks.gov/browse/files/c3aa453a79974266a632641e4ec1afcb/download>

Priority consideration will be applied to those companies that can complete the project/scope of work by August 1, 2025.

Submission of Proposals:

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 December 10, 2025.

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on February 6, 2026, to Justin Villmer, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at justin.villmer@colbycc.edu.

The proposals will be opened by the Vice President of Finance and Operations, the Director of Maintenance, the Director of Compliance/Assistant Director of Maintenance, and the Accounting Administrative Assistant.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated. The CCC Administration will make a recommendation to the Board of Trustees (BOT) at the May 19, 2026, meeting. The selected vendor will be notified within 24 hours of the BOT's approval.

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. A project exemption certificate will be provided upon request by the vendor.

Exclusions:

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled "*exclusions*."

Performance and Payment 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 performance and payment bond on any project that exceeds \$100,000.

Subcontracted 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.

Mr. Justin Villmer, Vice President of Finance and Operations

Phone: (785) 460-5407

Email: justin.villmer@colbycc.edu.

Any communication received by anyone else at CCC should not be included in the proposal.

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).