



Colby Community College - College Rodeo Stock Contractor RFP
RFP Submission deadline is noon on June 30, 2026, at 12 pm (noon) CST

Overview and Background

Colby Community College (or the College) is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. Established in 1964, it is a dynamic institution of more than 2,400 students. In addition to a main campus of approximately 60 acres, the College also operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

Project Goals

Colby Community College is hosting a college rodeo September 11-13, 2026, at the Thomas County Fairgrounds, South Range Ave, Colby, KS 67701. Performances are on Friday at 7:00 pm, Saturday at 7:00 pm, and the finals (for the top twelve in each event) on Sunday at 1:00 pm. Slack events begin on Friday at 9:00 am and Saturday at 9:00 am.

General Information

The College is seeking to hire a stock contractor responsible for several aspects of the college rodeo. The following is a breakdown of responsibilities between the vendor and the College.

Vendor Responsibilities

- Provide Rough Stock;
- Provide two Pick-Up Men;
- Provide two Bull Fighters;
- Responsible for All Timed Events (cattle only, vendor is not responsible for bringing goats);
- Assist with running the Slack Events and Finals;

The College Responsibilities

- Provide Announcer;
- Provide Accounting/Financial Management of the event (issuing checks to contestants, registration/event fees, etc.);
- Securing the Venue for the Rodeo;
- Securing the on-call veterinarian;
- Provide hay and grain for livestock;
- Provide goats for related events;
- Provide the stock contractor with three (3) hotel rooms for the event.

Questions

All questions should be directed to one of the following individuals at the College. Correspondence received from anyone other than these two individuals should not be included within your proposal.

Mr. Karson Harris
Rodeo Coach
(620) 238-3940
karson.harris@the College.edu

Mr. Justin Villmer
Vice President of Finance and Operations/CFO
(785) 460-5407
justin.villmer@colbycc.edu

The RFP will be posted on the College's website, <https://www.colbycc.edu/vendors>, and can be downloaded as of 5:00 p.m. on May 20, 2026.

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 June 30, 2026, to Justin Villmer, located in the Thomas Hall Administration Office (Main Campus), or via email at justin.villmer@colbycc.edu.

The Vice President of Finance and Operations, the Rodeo Coach, and the Accounting Administrative Assistant will open the proposals.

Anticipated Selection Schedule

All submitted proposals will be reviewed/evaluated, and a recommendation will be made to the Colby Community College Board of Trustees (BOT) at the July 20, 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 at the request of the vendor (if applicable)

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's name and the work to be completed must be included in the proposal. The College reserves the right to request a different subcontracted company.

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 opening time. 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).