

Resurfacing of the Colby Softball Field

Colby Community College Department of Athletics
1255 South Range
Colby, KS 67701

Procurement Contact Person: Kenny G. Hernandez

Telephone Number of PCP: 785.460.5548

Email Address of PCP: kenny.hernandez@colbycc.edu

Due Date: June 5th, 2026, before 12:00 pm (noon)

Background/Introduction

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginnings in 1964, with makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution with more than 2,200 students. In addition to an 80-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect.

Athletically, Colby is an NJCAA member and competes in the nationally recognized Kansas Jayhawk Community College Conference. The Trojans boast 3 NJCAA National Championships, 31 Region 6 Championships, and 19 Conference titles.

Colby currently sponsors the following men's sports:

- Baseball
- Men's Basketball
- Men's Cross Country
- Men's Indoor/Outdoor Track
- Men's Wrestling

Colby currently sponsors the following women's sports:

- Women's Basketball
- Women's Cross Country
- Women's Indoor/Outdoor Track
- Women's Wrestling
- Softball
- Volleyball

Colby also sponsors the following co-ed programs:

- Equestrian
- Livestock Judging
- Rodeo

Purpose:

Colby Community College is seeking bids to resurface and resod the softball field located on campus. The softball field, known as Carl Adams Field, requires laser-leveling to meet collegiate competition standards. This will include the infield dirt and portions of the outfield grass.

Project Timeline:

The following schedule applies to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances.

- Request for RFP: May 18, 2026
- Due date for proposals: June 5, 2026 (noon)
- Selection of Vendor: June 15, 2026
- Project must be completed: October 1, 2026

All submitted proposals will be reviewed and evaluated, and CCC will recommend a proposal to the Board of Trustees (BOT) at the June 15, 2026, meeting. The selected vendor will be notified within 24 hours of the BOT's decision.

Elements of the Proposal:

Colby Community College is seeking the following features for resurfacing of the Colby Softball field:

Potential vendors are encouraged to submit a proposal(s) at their own cost.

A submission must, at a minimum, include the following elements:

- Detailed quote that provides all of the following elements as a part of the scope.
 - Removal of the grass or dirt to ensure the field quality
 - Laser leveling the infield with competition-approved dirt and clay
 - Replace old grass with new sod, after necessary leveling is completed
 - Level the surface to align the bases and foul poles
- The proposal must include an itemized cost for materials, labor, and a total project cost
- Provide a comprehensive description of the pricing structure, including any applicable discounts, promotions, or incentives
- Description of the timeline to complete this project. The project must be completed before **October 1, 2026**.

Time and Place of Submission of Proposals:

To be considered in the selection process, interested parties shall submit a copy of their Resurfacing of the Softball Field proposal via sealed bid no later than 12:00 pm (noon) Friday, June 5, 2026, to:

*Colby Community College
Attn: Kenny G. Hernandez
Re: Resurfacing of the Softball Field
Kenny.hernandez@colbycc.edu*

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. A State of Kansas Project Exemption Certificate (PEC) will be provided if requested.

Exclusions:

If any exclusions are included in 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's name and the work they are expected to complete must be included in the proposal. CCC reserves the right to request a different subcontracting company.

Proof of General Liability Insurance:

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

Performance Bond (if applicable):

Pursuant to CCC institutional policies, all construction-related projects exceeding \$100,000 will require the vendor to purchase and provide proof of a performance bond covering 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.

Kenny Hernandez

kenny.hernandez@colbycc.edu

785-460-5548

OR

Justin Villmer

justin.villmer@colbycc.edu

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 before 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).