

delivery, and installation. (For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)

The vendor will coordinate and finalize color selections upon the award of the contract.

The vendor is responsible for delivering all flooring materials to the CCC campus.

The vendor is responsible for disposing of all trash and debris created by installation.

The vendor is responsible for cleaning each area after installation is completed.

Preferences/General Specifications:

(See Appendix for an example of specifications that will meet CCC requirements.)

Carpet Tile in both rooms. (See Appendix for specifications that will meet CCC requirements.)

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 **April 22, 2024**. 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.

blending of flooring.

3. A realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, verifying, delivery, and installation.

(For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.)

4. An itemized accounting of the cost of each area (providing flexibility for CCC to be a phased-in approach if needed.)
5. Total cost of material and labor 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):

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Sheri Knight, *sheri.knight@colbycc.edu* or contact her directly 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