

Colby Community College (CCC) – Tractor **Revised 11.6.2023**  
RFP (Submission deadline is noon on November 16, 2023)

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 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. CCC is seeking bids for a new feed wagon for their 60-acre farm.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase a new tractor for their 60-acre farm

### Project Timeline:

The Tractorbids proposed MUST include an ETA for delivery to CCC on or before June 30, 2024. If you are not able to meet or exceed this deadline, please ~~provide~~ provide a timeline that you are able to accommodate. Preference may be provided to vendors who can complete the RFP in an expedited manner.

### 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 November 16, 2023, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu).

\*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Director of Special Projects.

### Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend a proposal to accept to the Board of Trustees (BOT); the BOT meeting will be held on November 20, 2023. 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. Manufacturer and model of unit being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP).
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Timeframe to secure and deliver items.

### 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 exclusio

RFP Questions (if applicable):

Vendors should only direct inquiries and questions to the following individual(s) at CCC.

Shane Watson, Farm Manager

Phone (785) 4605484

Email: [shane.watson@colbycc.edu](mailto:shane.watson@colbycc.edu).

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

Point(s) of Contact:

- Sheri Knight, [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu) or contact her directly at (785) ~~5460~~.

Statement of Disclosure:

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the