

Include optional parts list for serviceable parts that we could purchase for on site replacements due to logistics, our physical location, and supply chain limitations

Vendor must supply projected EoL and EoS dates in the proposal

All hardware devices must include a five-year term support and warranty. Any questions can be directed to Douglass Mc Dowall, Information Technology, at (785) 460-5484 or douglass.mcdowall@colbycc.edu.

<https://www.colbycc.edu/vendors>, and can be downloaded as of 5:00 p.m. on 17 April 2024.

Project Timeline:

The bids proposed **MUST** include an ETA for delivery to CCC before June 30, 2024. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

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 8 May 2024 to Sheri Knight, located in the Thomas Hall

The Vice President of Business Affairs and the Accounting Administrative Assistant will open the proposals.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on 20 May 2024. The selected vendor will be notified within 24 hours after the BOT has approved a recommendation.

Elements of Proposal:

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

1. Manufacturer and model of units being proposed.
2. All additional options.

- 3.
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 *exclusions*.

Sub-Contracted Work (if applicable):

If any of the scope of the project will be outsourced to a third party, the vendor name and 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. 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 or (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 recenterest of the2(cc)7(c)-5(e)10 0 1 263.57 201.53 T53mssc12 0 6d-4(nter)5(e)4(st of the)-7(c)f6

