



The RFP will be posted on CCC's website,

## **Mandatory Disclosures**

### **Tax Exempt:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax 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 received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. 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).