

Colby Community College (CCC) – Utility Task Vehicle- Revised 11.6.2023
RFP (Submission deadline is 12 am (

Project Timeline:

The UTV bids proposed **MUST** include an ETA for delivery to CCC before June 30, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate. Preference may be provided to vendors who can deliver the item in a more 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.

*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), as well as any potential discount that would be received.
4. Specific warranty details for each unit proposed.
5. UTV specifications (i.e., fuel type, horse power, power steering, and towing capacity)
6. Document any related fees or processing fees.
7. Document any delivery fees to have the items delivered to CCC.
8. 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’s 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.

Shane Watson, Farm Manager