

**NORTHEAST KANSAS COMMUNITY ACTION PROGRAM, INC.  
NEK-CAP, INC.  
PO BOX 380  
Hiawatha, KS 66434  
(785) 742-2222**

**Request for bids for**

**THE PURCHASE OF WEATHERIZATION VEHICLE**

**Issued:**

**March 4, 2026**

**Bids for Weatherization Vehicle are due to NEK-CAP, Inc. no later than**

**1:00 PM CST, Thursday, March 26, 2026**

**Contact Information:**

**Mr. Robert Grissom, NEK-CAP, Inc., CFO**

**(785) 288-1293**

**Email: [rgrissom@nekcaph.org](mailto:rgrissom@nekcaph.org)**

**or**

**Mr. Andrew Sivils, NEK-CAP, Inc., Weatherization Director**

**(785) 288-0661**

**Email: [asivils@nekcaph.org](mailto:asivils@nekcaph.org)**

## **1. GENERAL INFORMATION AND PURPOSE OF THIS RFP**

Northeast Kansas Community Action Program, Inc. (NEK-CAP, Inc.) is a Community Action Agency operating social services programs for the benefit of low-income individuals and families living in the agency's service area of Northeast Kansas. The agency's current service area encompasses sixteen counties in Northeast Kansas.

## **2. WHO MAY SUBMIT PROPOSALS?**

Only licensed Vehicle dealerships or manufacturers may submit bids. Service Provider / Contractor and its principal employees are not presently debarred or suspended from doing business with the Federal government in accordance with the provisions of E.O.s 12549 and 12689, "Debarment and Suspension". The bidder must certify this in Attachment Bidder will also be checked against the federal SAMS database for Excluded Parties.

In addition, all prospective companies submitting a bid must certify and meet the required federal certifications of Attachment A as federal funds are used in the award of this contract. All bidders are required to disclose any known or potential Conflicts of interest in Attachment B.

## **3. BIDDER'S CONFERENCE**

There will be no pre-bid conference. NEK-CAP, Inc. will meet with potential bidders by appointment only.

## **4. SCOPE OF THIS RFP**

NEK-CAP, Inc. desires to receive bids for a new Weatherization Program vehicle. This vehicle must be delivered F.O.B. NEK-CAP, Inc. Hiawatha, KS. Dealership or Manufacturer must assist with completing any paperwork for discounts. There will be no trade-ins. We are looking for a Weatherization Program vehicle meeting the following specifications by type:

### **WEATHERIZATION VEHICLE SPECIFICATIONS:**

Vehicle and equipment must comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS), laws, and regulations of the state of Kansas and specifications included in the bid advertisement. Bidders must point out any changes in applicable federal or state law that need to be included in the purchase of a Weatherization truck and include it in their proposal. Vendors are advised that the vehicle will be inspected upon delivery to ensure compliance with all specifications and regulations.

- New 2025-2026 model years and any standard color will be acceptable.
- Must be a 4x4 truck.
- Must have rear seating equivalent to crew cab or super crew cab.

- Must have 6 feet of length or better of cargo space.
- Must be no larger than a 1/2 ton equivalency.
- Must have tow package (including trailer brake controls-contact if questions)
- Must have locking folding bed cover and locking tailgate.
- Must have bed liner.
- Must have automatic transmission.
- Must have standard manufacturing options including cruise control, power window, power locks, automatic headlights, standard safety features, and keyless entry.
- Must have air conditioning and heat.
- Must be free of hail or other damage.

**Note: NEK-CAP, Inc. is purchasing this vehicle for use in its Weatherization Program for Weatherizing people's homes and is therefore exempt from Kansas Sales Tax. A Kansas Sales Tax Exemption Certificate will be provided to the winning bidder or bidders upon completion of the purchase contract/purchase order.**

All bidders should provide an easy-to-read summary sheet of your proposal along with other information such as pictures, brochures, warranty information and specifications of vehicles to be provided. Also, include in the bid the total final cost to NEK-CAP, Inc. for each vehicle including administrative fees, warranty, delivery charge, tax/tag/and titling. **The certifications in Attachment A should be completed and returned with your bid as well as any real or potential conflicts of interest in Attachment B.** This is necessary because federal grant funds are being used. **A W-9 should also be submitted with your proposal.**

In accordance with 2 CFR 200.321, NEK-CAP, Inc. will take affirmative steps to include small, minority-owned, women-owned, veteran-owned, and Labor Surplus Area businesses in the procurement process. No preference will be given over other offerors for the afore-mentioned businesses as well as local preferences or set-asides or scoring bonuses for certain business types (2 CFR 200.321). An Offeror qualifies as a small business if it meets the definition as established by the Small Business Administration (13 CFR 121). Please visit the Department of Labor for areas deemed as qualifying as Labor Surplus Areas.

NEK-CAP, Inc. will take the following affirmative steps under 2 CFR 200.321:

- Place qualified small and minority businesses on solicitation lists
- Assure such businesses are solicited whenever they are potential sources
- Divide total requirements into smaller tasks to permit maximum participation
- Establish delivery schedules that encourage participation
- Require prime contractors to take the same affirmative steps

In accordance with 2-CFR Part 200.322 Domestic content preference or Build American / Buy American (BABA)

- As appropriate and to the extent consistent with law, NEK-CAP, Inc. will to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Bidders must provide documentation supporting any domestic content claims in accordance with 2 CFR 200.322 and DOE WAP-specific BABA implementation guidance.
  - For purposes of this preference:
    - (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
    - (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

## **TRADE-IN INFORMATION**

NEK-CAP, Inc. will be trading in the following vehicle with the purchase.

- 2009 Ford Econoline Van White (WX01 – Asset#202), VIN#1FTNE14W39DA17697 that we consider to be in good condition with approximately 56,110 miles (may be a little more upon final trade-in). Pictures available upon request.

## **5. RIGHTS**

NEK-CAP, Inc. reserves the right to select the bid or bids that it deems most advantageous to the needs of the organization including selecting bids from multiple bidders; and in its sole discretion may reject all or any part of any proposal that is submitted under this RFP, as well as the right to issue similar RFPs in the future. Nek-CAP, Inc. may cancel this RFP at any time due to lack of funding, funder approval, or funding availability. This RFP is in no way an agreement, obligation, or contract and in no way is NEK-CAP, Inc. responsible for the cost of preparing the associated bid.

NEK-CAP, Inc. reserves the right to contact any potential bidder submitting a bid for clarification on any item in the bid without a requirement to notify or contact all other potential bidders submitting a bid.

In no instance shall NEK-CAP, Inc., its directors, officers, and employees be held responsible for the late submission of bids. It is the sole responsibility of submitting potential bidder to ensure that the bid reaches NEK-CAP, Inc. on or before the specified date and time. It is the sole responsibility of the potential bidders to request additional information in a timely manner to allow staff time to respond appropriately.

The contractor agrees to provide access to any books, documents, papers, and records directly pertinent to this contract to NEK-CAP, Inc., KHRC, DOE, and the Comptroller General of the United States, or any of their authorized representatives, as required under 2 CFR 200.337. NEK-CAP, Inc. will retain all records of this RFP and any responses for a period of 3 years upon completion of the RFP process.

## 6. EVALUATION CRITERIA

Per sealed bid rules under 2 CFR 200.320(c)(2)(i).

- **“NEK-CAP may reject any proposal that is non-responsive.”**
- **“Responsiveness”** means meeting all material requirements.

NEK-CAP, Inc. will conduct a price analysis of all bids in accordance with 2 CFR 200.324

Potential bidders shall be evaluated by NEK-CAP, Inc. staff on a point scale that considers the following criteria:

- 70 pts - Unit Price.
- 20 pts - Meets specification requirements of the RFP.
- 10 pts - Domestic content preference per 2-CFR Part 200.322. Bidders must provide documentation supporting any domestic content claims in accordance with 2 CFR 200.322 and DOE WAP-specific BABA implementation guidance.
  - As appropriate and to the extent consistent with law, NEK-CAP, Inc. will to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
  - For purposes of this preference:
    - (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
    - (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Rankings or points awarded to each bid under each area are solely at the discretion of the evaluator. The evaluator determines the points from 0 to the maximum listed above. The maximum points available are 100 pts.

## 7. ATTACHMENTS

The following attachments are part of this RFP:

- Attachment A – Required Federal Contract Provisions and Certifications
- Attachment B – Conflicts of Interest

NEK-CAP, Inc. reserves the right to post additional information on the agency website at [www.nekcap.org](http://www.nekcap.org) (Under “**Doing Business with NEK-CAP, Inc.**” Tab) should it believe such information is needed by all potential bidders. Potential bidders are solely responsible for checking the website periodically to see if additional information has been posted. Nek-CAP, Inc. has no responsibility to notify potential bidders of additional information posted to the website or provided to other potential bidders.

## 8. ITEMS TO INCLUDE IN THE PROPOSAL

- Executive letter.
  - Information about the bidder such as general information, information on the item(s), safety information, domestic content information on the item, and other items you deem necessary in evaluating the bid.
  - Contact Information.
- Easy to read plan summary sheet.
- Bid and other documentation.
- Completed Attachment A- Certifications.
- Completed Attachment B- Conflicts of Interest.
- Completed W-9

NEK-CAP, Inc. reserves the right to contact individual potential bidders for missing information and may at its sole discretion consider that information in the evaluation process. This may or may not be offered to all bidders.

## 9. RFP PROCESS

To be considered, all proposals shall be received in the office of NEK-CAP, Inc., CFO, PO Box 380, 1260 220<sup>th</sup> St., Hiawatha, KS 66434 before 1:00 PM CST on Thursday, March 26, 2026. It is the sole responsibility of submitting potential bidder to ensure that the bid reaches NEK-CAP, Inc. on or before the specified date and time.

This procurement is conducted using the **Sealed Bid** method in accordance with 2 CFR 200.320(c). Award will be made to the lowest responsive and responsible bidder whose bid conforms to all material terms of the solicitation using the evaluation criteria in 6. Evaluation Process.

It is important that Offeror’s bid be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following:

**Request For Proposal**  
**For Weatherization Vehicle Bid 1:00 PM CST Thursday, March 26, 2026,**

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the bid is received by NEK-CAP, Inc. by the date and time specified. Late bids will not be considered. NEK-CAP, Inc. in its sole discretion may request additional information or clarification from any Offeror in connection with its proposal. Bids may be emailed to Mr. Robert D. Grissom, NEK-CAP, Inc., CFO at [rgrissom@nekcapp.org](mailto:rgrissom@nekcapp.org) if the Offeror so desires due to mail uncertainty and to ensure adequate competition. However, it is the responsibility of the Offeror to ensure that the bid is received by NEK-CAP, Inc. by the date and time specified and to request a confirmation email reply and no expectation that the bid will not be known using this method of submission. Late email bids will not be considered.

Bids will be opened at the NEK-CAP, Inc. office at 1:00 PM on March 26, 2026, at the NEK-CAP, Inc. Administrative Office located at 1260 220<sup>th</sup> St. Hiawatha, KS 66434. The evaluation process will begin sometime following the opening. NEK-CAP, Inc. expects to select the proposal or proposals that, in our judgment, best meets our needs. Evaluation and ranking of proposals are solely at the discretion of the evaluator. The tabulation of the results will be given upon written request. NEK-CAP, Inc. anticipates contacting or meeting potential bidders of interest to the agency or their representatives following April 15, 2026, after receiving funder approval from KHRC and the Department of Energy. However, this may occur earlier or later depending on funder approval. Item or similar item must be available until approval is received at the quoted price.

The selected bidder or bidders will be awarded a purchase order after funder approval. All questions or requests for supplemental information should be directed to:

**Mr. Robert D. Grissom, NEK-CAP, Inc., CFO**  
(785) 288-1293  
Email: [rgrissom@nekcapp.org](mailto:rgrissom@nekcapp.org)  
Or  
**Mr. Andrew Sivils, NEK-CAP, Inc., Weatherization Director**  
(785) 288-0661  
Email: [asivils@nekcapp.org](mailto:asivils@nekcapp.org)

**ATTACHMENT A**  
**REQUIRED FEDERAL CONTRACT PROVISIONS AND CERTIFICATIONS**

***The Service Provider / Contractor hereby certify that:***

1. Service Provider / Contractor is in compliance with E.O. 11246, "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".
2. Service Provider / Contractor does not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, disability or national origin, except where religion, sex, disability, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Service Provider / Contractor.
3. Service Provider / Contractor is in compliance and agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended. Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
4. Service Provider / Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352 (Byrd Anti-Lobbying Amendment).
5. Service Provider / Contractor and its principal employees are not presently debarred or suspended from doing business with the Federal government in accordance with the provisions of E.O.s 12549 and 12689, "Debarment and Suspension".
6. Service Provider / Contractor are not engaged in any business relationship with any current member of the Board of Directors of NEK-CAP, Inc., or their families and are independent with respect to procurement.
7. Administrative, Contractual, and Legal Remedies - If the contractor violates or breaches any contract terms, NEK-CAP, Inc. may exercise administrative, contractual, or legal remedies as appropriate, including but not limited to written notice of deficiency, withholding of payments, specific performance, and pursuit of damages or other relief permitted by law
8. Termination for Cause and for Convenience - NEK-CAP, Inc. may terminate this contract, in whole or in part, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract term or condition. NEK-CAP, Inc. may also terminate this

contract for convenience when it is in the organization's best interest. The notice of termination will state the extent and effective date. Settlement will be based on services successfully delivered and reasonable costs incurred up to the termination date.

9. Covered Telecommunications/Video Surveillance - The contractor certifies it will not provide, use, or incorporate any "covered telecommunications equipment or services" as defined at 2 CFR 200.216, including equipment/services produced by Huawei, ZTE, Hytera, Hikvision, or Dahua (or their affiliates), and will promptly notify NEK-CAP, Inc. if it identifies any such covered equipment/services
  
10. Recovered Materials - To the extent applicable, the contractor agrees to comply with 2 CFR 200.323 and EPA guidelines at 40 CFR Part 247 regarding the procurement of items with the highest practicable percentage of recovered materials for designated products when the value exceeds \$10,000.

---

**Service Provider/Contractor/Individual Name**

---

**Certifying Representative Signature / Date**









**E150**  
Ford Motor  
TOYOTA



**ALTERED CE**

This vehicle

*Lease*

It's For Standard

Date of alteration is

Month 1  
Year: 20

TIRES  
RIMS

GVWR: 8520LB / 3865KG  
5120LB 2322KG

REAR GAWR: 1725 / 75R16E  
WITH 16x7.0K

DATE: 10/08  
TIRES  
RIMS

MFD. BY FORD MOTOR CO.  
FRONT GAWR: 3700LB 1678KG  
WITH 1725 / 75R16E

AT 380 kPa / 55 PSI COLD  
16x7.0K

AT 550 kPa / 80 PSI COLD

THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE.  
TYPE: Truck



VIN: 1FTNE14W39DA17697

F0492  
T0667

RC: 53 DSO:  
AXLE TR | SPR

TP/PS | R | 7 | 24 | Q

EXT PNT: YZ  
WB | INT TR | CE  
138

MMAA  
ULC

▽ 5U5A-3520472-AA

MADE IN U.S.A.