

**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 TWO (2) NEW OR NEWER MODEL MINI-VANS FROM EXISTING DEALER  
STOCK AVAILABILITY  
[Prior approval of funding source has been secured]**

**Issued:**

**March 6, 2023**

**Bids for Minivan's are due to NEK-CAP, Inc. no later than  
10:00 AM CST, Tuesday, March 21, 2023**

**Contact Information:**

**Mr. Robert Grissom, NEK-CAP, Inc., CFO  
(785) 288-1293  
Email: [rgrissom@nekcaph.org](mailto:rgrissom@nekcaph.org)**

**or**

**Ms. Rachel Price, NEK-CAP, Inc., Purchasing Agent  
(785) 742 – 2222 x 157  
Email: [rprice@nekcaph.org](mailto:rprice@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 encompassed 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". 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 the purchase of two (2) new mini-vans like a Dodge Grand Caravan, Dodge Caravan, Pacifica, Voyager, Odyssey, Sedona, or Sienna from existing dealer stock. **NEK-CAP, Inc. has received the prior approval of the funder for this capital equipment purchase.** These minivans must be delivered F.O.B. NEK-CAP, Inc. Hiawatha, KS by March 31, 2023. Dealership or Manufacturer must assist with completing any paperwork for discounts. NEK-CAP, Inc. is looking to trade in three (3) minivans with this purchase. We are looking at two (2) minivans meeting the following specifications by type:

### MINIVAN SPECIFICATIONS:

Vehicle and equipment must comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS), applicable Head Start regulations as set forth in 45 CFR 1303, 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 minivans and include it in their proposal. Vendors are advised that the vehicle shall be inspected upon delivery to assure compliance with all specifications and regulations.

- New 2022-2023 model years
- 7 Passenger Minivan
- Front wheel drive
- Automatic transmission
- Automatic Headlights
- Automatic windows and automatic door locks
- Automatic mirror controls
- Rear Window Defroster
- Adjustable Steering Wheel
- Keyless entry
- AM/FM stereo or similar package
- Cruise Control
- Air conditioning and heat
- Free of hail or other damage
- Spare Tire / Jack
- Must be in dealer stock or be able to deliver before 3/31/2023

**Note: NEK-CAP, Inc. is purchasing these vehicles for use in its Head Start and Early Head Start Programs 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.** NEK-CAP, Inc. offers preferential treatment for Small Businesses, Woman Owned Businesses, Minority Owned Businesses, Veteran Owned Businesses or Businesses in a Labor Surplus Area in the form of additional points offered during the evaluation process. It is the responsibility of the bidder to self-disclose that they are considered a Small Business, Woman Owned Business, Minority Owned Business, or Veteran Owned Business as defined by the Small Business Administration or are in a Labor Surplus Area as defined by the Department of Labor ( <https://www.dol.gov/agencies/eta/lsa> ). Failure to do so will fall solely on the potential bidder. Bidders are also encouraged to point out any value-added options over and above the above listed requirements and any discounts offered such as Head Start only discounts, Community Action Agency Discounts, etc.... not available to the general public.

## **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 late submission of bids. It is the sole responsibility of the 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.

## **6. EVALUATION CRITERIA**

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

- 40 pts - Unit Price.
- 25 pts - Value added options.
- 15 pts - Meets needs of the organization.
- 10 pts - Added benefits/Discounts (such as a Head Start only discount not available to the general public).
- 5 pts - Domestic content preference per 2-CFR Part 200.322. (Self-disclosed)
  - 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.

- 5 pts - Small, Woman Owned, Minority Owned, Veteran Owned Business or in a Labor Surplus Area. (Self-disclosed)

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 – Certifications
- Attachment B – Conflicts of Interest
- Attachment C – Trade in Information

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, small, woman owned, minority owned, veteran owned business status, labor surplus area status, domestic content status, and other items you deem necessary in evaluating the bid.
  - Contact Information.
  - NEK-CAP, Inc. encourages all businesses responding to this RFP to present separately in their proposals any value-added options, benefits or services, not-profit or Head Start only discount, Community Action Agency discount, etc. that are included in the bid.
- 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., Purchasing Agent, PO Box 380, 1260 220<sup>th</sup> St., Hiawatha, KS 66434 before 10:00 AM CST on Tuesday, March 21st, 2023. It is the sole responsibility of the submitting potential bidder to ensure that the bid reaches NEK-CAP, Inc. on or before the specified date and time.

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 Minivan Bid 10:00 AM CST Tuesday, March 21, 2023**

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of Offeror to ensure that the bid is received by NEK-CAP, Inc. by the date and time specified. Late bids will not be considered and returned unopened. NEK-CAP, Inc. in its sole discretion may request additional information or clarification from any Offeror in connection with its proposal.

Bids will be opened at the NEK-CAP, Inc. office at 10:00 AM on March 21st, 2023, 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 with potential bidders of interest to the agency or their representatives following March 21st, 2023.

The selected bidder or bidders will be awarded a purchase order and funder approval has been secured in advance. All questions or requests for supplemental information should be directed to:

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

(785) 288-1293

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

Or

**Ms. Rachel Price, NEK-CAP, Inc., Purchasing Agent**

(785) 742 – 2222 x 157

Email: [rprice@nekcaph.org](mailto:rprice@nekcaph.org)

## **ATTACHMENT A 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.

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**Service Provider/Contractor/Individual Name**

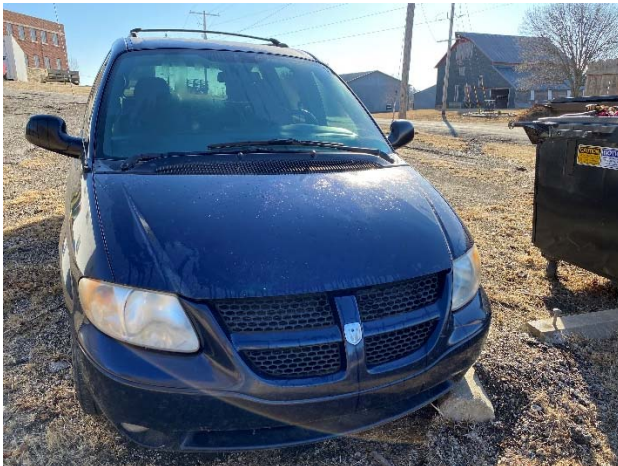
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**Certifying Representative Signature / Date**

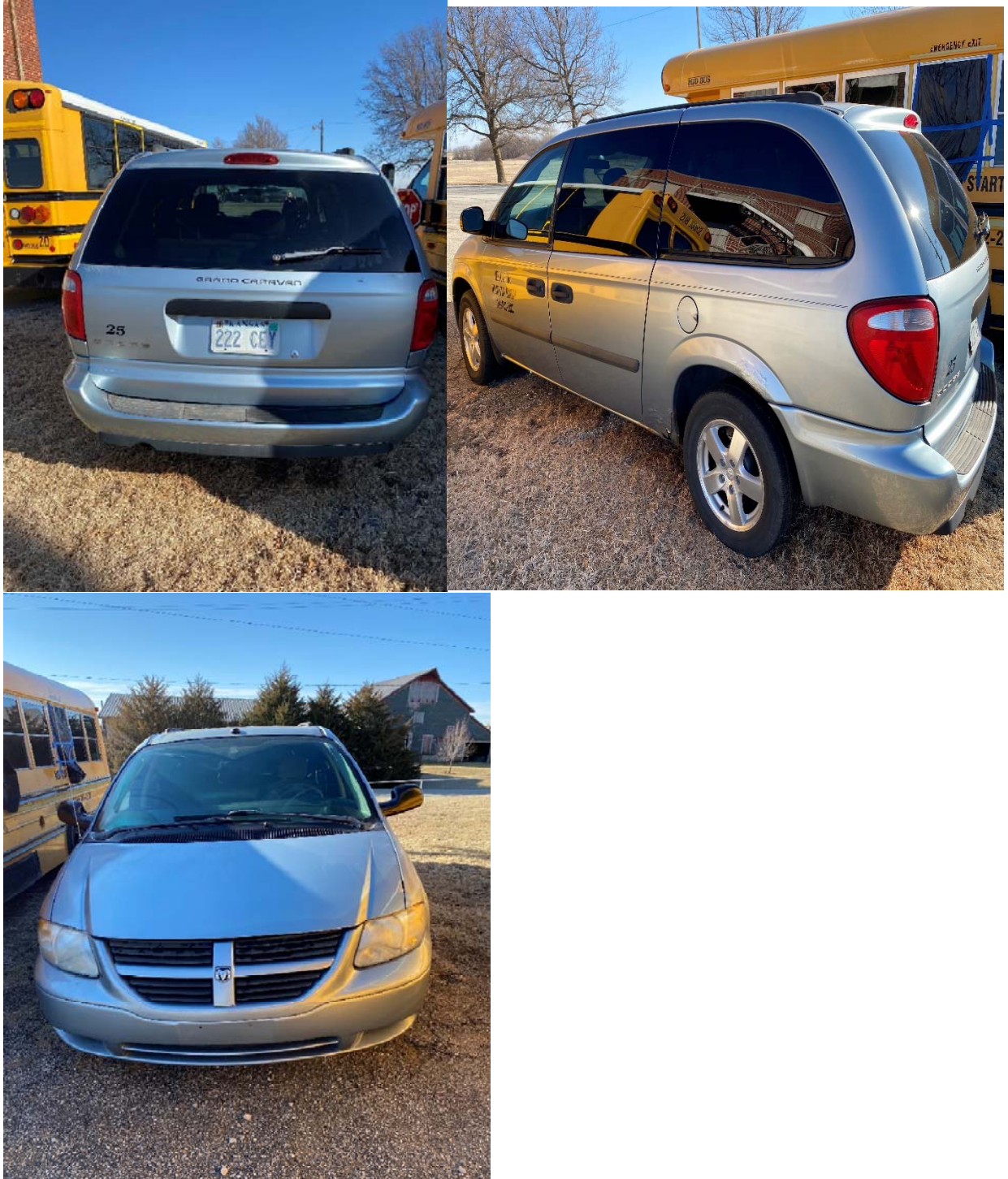
***The Service Provider / Contractor hereby certify that:***

**ATTACHMENT C**  
**TRADE-IN INFORMATION**

- 1) MV21 Asset#95 – 2004 Dodge Grand Caravan Mini-van Vin#2D8GP44L94R533483  
mileage 154,905 (Needs work and must be towed).



- 2) MV25 Asset#111 – 2005 Dodge Grand Caravan Mini-van Vin# 1D4GP24R15B340335  
mileage 116,830 (Good condition)



- 3) MV28 Asset#113 – 2007 Dodge Grand Caravan Mini-van Vin# 1D4GP24R07B177552  
mileage 120,411 (Good condition)



**Note: For more information on trade-ins, contact Scott Sisk, Transportation and Facilities Manager at [ssisk@nekcaph.org](mailto:ssisk@nekcaph.org) or 785-741-2222 x 104**