

**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 NEW BUS**

Issued:

December 19, 2018

Bids for Bus is due to NEK-CAP, Inc. no later than

1:00 PM CST, Monday, January 14, 2019

Contact Information:

Mr. Robert Grissom, CFO
(785) 742-2222 Ext 145
Email: rgrissom@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 Bus 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 1 new Bus. This bus must be delivered F.O.B. NEK-CAP, Inc. Hiawatha, KS by March 31, 2019 or a date agreed upon by both parties. Dealership or Manufacturer must assist with completing any paperwork for discounts. NEK-CAP, Inc. is looking to trade in up to four (4) buses with this purchase. We are looking at one regular bus meeting the following specifications by type:

BUS SPECIFICATIONS:

Vehicle and equipment must comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS), 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 this bus 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.

NOTE: BUYER MUST BE NOTIFIED BEFORE MANUFACTURE OF ANY CHANGES OR MODIFICATIONS TO THE FOLLOWING SPECIFICATIONS:

1. _____ 30-36 Passenger (3x3), 20-24 Passenger Integrated Child Seats 25-90 lbs (2x2)
Type A School Bus meeting all applicable FMVSS (see Item 22 below for must have item)
2. _____ 4 or 5 speed automatic overdrive transmission
3. _____ Full undercoating
4. _____ Gasoline engine
5. _____ HD front springs
6. _____ HD radiator and transmission cooler
7. _____ Anti-lock brakes
8. _____ 10 ply (load range 'E') tires
9. _____ AM/FM radio
10. _____ Radio and fan noise suppression control
11. _____ Standard chassis front heater and defroster
12. _____ Heating system in passenger compartment
13. _____ Flush rear mount AC in passenger compartment
14. _____ 76.5" high headroom
15. _____ One roof hatch emergency exit
16. _____ Two side window emergency exits
17. _____ Rear emergency door with vandal lock
18. _____ One piece 1/2" or 5/8" Marine grade floor (*please provide cost comparison*)
19. _____ Double hand rails
20. _____ Driver door step
21. _____ Two fully padded privacy barriers
22. _____ 2 (two) Lap/Shoulder Seat Belts as well as the already specified 2 (two)
Integrated 5-pt. CSRS 25-90 pounds in ALL bus seats
23. _____ Vinyl seat covers
24. _____ Tinted windows
25. _____ School bus yellow
26. _____ The following signage on bus at time of delivery:
NEK-CAP INC HEAD START, Hiawatha, KS 785.742.2222
Bus number XX (To be determined)
RR crossing warning notice
27. _____ Back-up alarm and lights
28. _____ Electric Stop sign
29. _____ 8-light warning system
30. _____ Clearance lights
31. _____ First Aid, Body Fluid Clean-up Kit and two (2) seat belt cutters
32. _____ Fire Extinguisher
33. _____ Emergency Reflective Triangles
34. _____ Strobe light on top
35. _____ Interior Rear view mirror
36. _____ One set heated, adjustable exterior rear view mirrors, upper plane and lower x
convex, on each side.
37. _____ Two cross-over mirrors.
38. _____ Auxiliary Fan
39. _____ Cruise Control

40. _____ Provide cost comparison using various chassis options if available.

Note: NEK-CAP, Inc. is purchasing this 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 upon completion of the purchase contract.

All bidders should provide an easy to read summary sheet of your proposal along with other information such as pictures, floor plans, 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, Woman Owned or Minority Owned Businesses 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, Woman Owned or Minority Business as defined by the Small Business Administration. 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; 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 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 - Prior experience with bidder;
- 5 pts - Small, Woman Owned or Minority Owned Business. (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 (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 or minority owned business 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

In order to be considered, all proposals shall be received in the office of NEK-CAP, Inc., Purchasing Agent, PO Box 380, 1260 220th St., Hiawatha, KS 66434 before 1:00 PM CST on Monday, January 14, 2019. 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 Bus Bid 1:00 PM CST January 14, 2019

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 1:00 PM on January 14, 2019 at the NEK-CAP, Inc. Administrative Office located at 1260 220th St. Hiawatha, KS 66434. The evaluation process will begin sometime following the opening. NEK-CAP, Inc. expects to select the proposal that, in our judgment, best meets our needs. Evaluation and ranking of proposals is 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 January 14, 2019.

The selected bidder or bidders will be awarded a purchase order, once funding is approved by the federal funding agency.

All questions or requests for supplemental information should be directed to:

Mr. Robert Grissom, CFO
(785) 742-2222 Ext 145
Email: rgrissom@nekcapp.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.

Service Provider/Contractor/Individual Name

Certifying Representative Signature / Date

ATTACHMENT C
TRADE-IN INFORMATION

Trade-in #1 Bus #6 2001 GMC Savana Mileage 111,149 VIN# 1GDHG31R611113245

Trade in #2 Bus # 8 2002 Chevrolet Express G3500 Mileage 67,580 VIN#1GBJG31R421134591

Trade In #3 Bus #11 2004 Chevrolet Express G3500 Mileage 77,297 VIN#1GBJ31UX41151743

Trade In #4 Bus #12 2004 Chevrolet Express G3500 Mileage 91,445 VIN#1GBJG3U441151477

Note: All 4 buses are in good condition and were being used as spare/backup buses for the Head Start program. They may be inspected at the NEK-CAP, Inc. Central Office located at 1260 220th St., Hiawatha, KS 66434. Pictures are available upon request.

Direct RFPs to the following vendors:

KANSAS TRUCK
1521 SOUTH TYLER ROAD
WICHITA, KS 67209

MASTERS TRANSPORTATION
3710 Central Ave, Suite 5
KEARNEY, NE 68847

MIDWEST BUS SALES
313 EAST FRONT STREET
BONNER SPRINGS, KS 66012