

**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:**

**September 21, 2021**

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

**1:00 PM CST, Thursday, October 28, 2021**

**Contact Information:**

**Jason Gibson, Assistant Fiscal Officer**

**(785) 742-2222 Ext 132**

**Email: [jgibson@nekcaph.org](mailto:jgibson@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 2 new buses. These buses must be delivered F.O.B. NEK-CAP, Inc. Hiawatha, KS by January 28<sup>th</sup>, 2022 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 Two (2) buses with this purchase. We are looking at two regular buses 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. \_\_\_\_\_ 14 passenger bus 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 handrails
20. \_\_\_\_\_ Driver doorstep
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, 785.742.2222
  - Bus number 30 and 31 (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.

41. \_\_\_\_\_ Childs Check-Mate System Model EP-1Plus

**Note: NEK-CAP, Inc. is purchasing this vehicle 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](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 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

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 1:00 PM CST on Monday, October 28<sup>th</sup>, 2021. 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 October 28<sup>th</sup>, 2021**

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 October 28<sup>th</sup>, 2021 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 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 October 28<sup>th</sup>, 2021.

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:

**Jason Gibson, Assistant Fiscal Officer**  
(785) 742-2222 Ext 132  
Email: [jgibson@nekcaph.org](mailto:jgibson@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".



## TRADE-IN INFORMATION

Bus 15 -2006 Chevrolet VIN 1GBJG31U051206685

Bus 19- 2010 GMC Savana VIN 1GD6G3AG4A1116943

**Note: This bus is still in rotation.**



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**

**AMERICAN BUS SALES  
12802 NORTH 103<sup>rd</sup> EAST AVE  
COLLINSVILLE, OK 74021**