



# North Central Regional Planning Commission

*Serving Kansans Since 1972*

## Instructions for NCRPC's Request for Proposal (LINE-ITEM COST SHEET)

**To Attend the Bidder's Conference, Contact:**

**NCRPC Weatherization Management**

**[wzndirector@ncrpc.org](mailto:wzndirector@ncrpc.org)**

**800-432-0303**

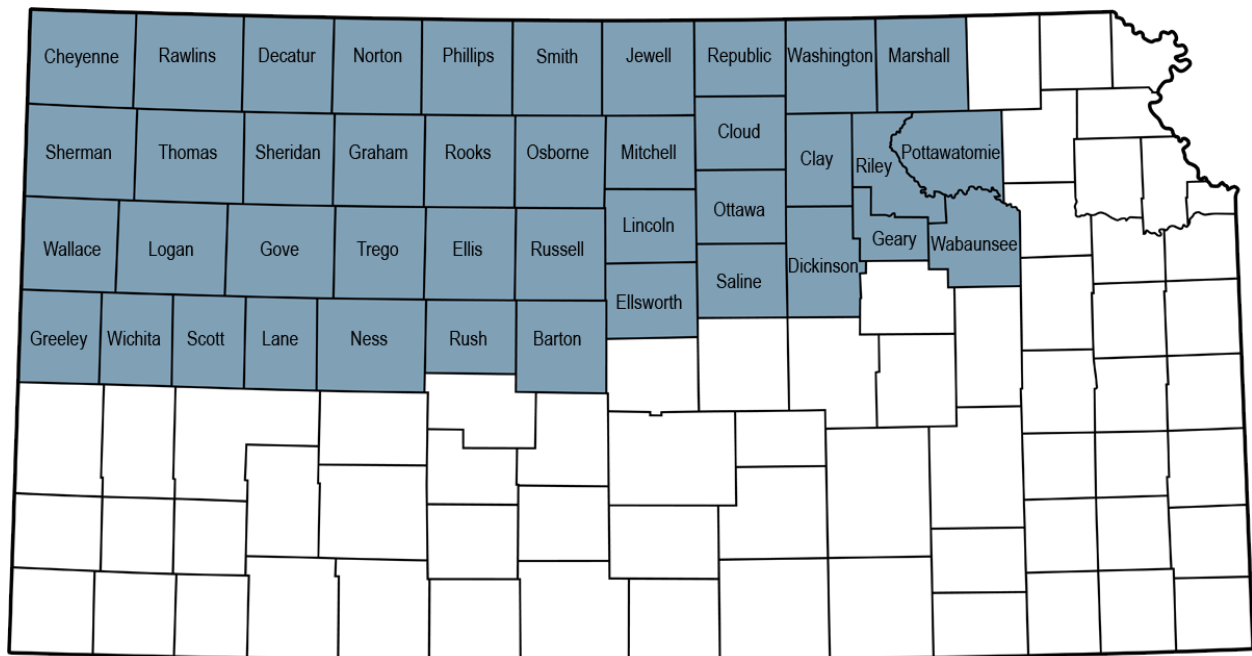
## Instructions for Bidders Conference

We are currently seeking qualified contractors to collaborate with our team in delivering weatherization services. Contractor Services needed are:

### **General Contractor    &    HVAC Contractor**

The North Central Regional Planning Commission (NCRPC) Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. Funding provided by the Department of Energy (DOE) and the Low Income Energy Assistance Program (LIEAP).

NCRPC's service area includes: Barton, Cheyenne, Clay, Cloud, Decatur, Dickinson, Ellis, Ellsworth, Geary, Gove, Graham, Greeley, Jewell, Lane, Lincoln, Logan, Marshall, Mitchell, Ness, Norton, Osborne, Ottawa, Phillips, Pottawatomie, Rawlins, Republic, Riley, Rooks, Rush, Russell, Saline, Scott, Sheridan, Sherman, Smith, Thomas, Trego, Wabaunsee, Wallace, Washington, and Wichita



## NCRPC Weatherization Management

Email: [wzndirector@ncrpc.org](mailto:wzndirector@ncrpc.org)

*Dell Gier*  
*Technical Supervisor*  
[dginspector@ncrpc.org](mailto:dginspector@ncrpc.org)

*Amanda Augustine*  
*Administrative Supervisor*  
[wznassistant@ncrpc.org](mailto:wznassistant@ncrpc.org)

## **Type of Agreement and Payment Schedule**

There will be contract made between NCRPC and the contractor in regards to the contractor's line-item cost sheet with an initial 7-month agreement period. Individual houses or group of houses will be awarded by House work or HVAC work by a "Notice to Proceed" with workorder(s) attached. The pricing on the Notice to Proceed and the Work Order will be calculated by using the line-item cost sheets and entering into WaWeb to determine which measures are most cost-effective. If total costs are more than what the program can allow, they may be cut.

Payments will be made after completion of work and inspection by an NCRPC Inspector/Auditor. Pay dates are the 15<sup>th</sup> and the Last day of the month. If the 15<sup>th</sup> or the last day falls on a weekend or holiday, the pay date is typically moved to the preceding business day (usually Friday).

## **Bid Procurement Schedule**

Following are the estimated key dates in the schedule for this procurement:

Request for Proposal Issued .....	12/01/2025
Bidders Conference .....	12/15/2025
Modifications to Request for Proposal, if applicable .....	12/16/2025
Bids due and opened .....	1/05/2026 at 2:00 PM
Bid Evaluations .....	Week of 1/05/2026
Agreement(s) Sent to contractor, no later than.....	1/12/2026
Agreement(s) signed and back to NCRPC office, no later than .....	1/15/2026

NCRPC reserves the right to proceed under a modified version of this schedule.

## **Bid Inquiries**

All inquiries concerning this Request for Proposal (RFP) will be submitted in writing by Email or Mail:

*Email To:* [wzndirector@ncrpc.org](mailto:wzndirector@ncrpc.org)

*Mail To:* NCRPC  
Weatherization Management  
109 N Mill St  
PO Box 565  
Beloit, KS 67420

In no case shall oral communications take precedence over written communications. Only written communications shall be binding on the RFP.

NCRPC assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of an agreement, unless such representations are specifically incorporated into the RFP by subsequent official written Addendum(s). Oral conversations pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing by official written Addendum(s).

## **Bidders Conference**

A **MANDATORY** Bidders Conference will be held on Monday, December 15<sup>th</sup>, 2025. The conference will be held in person and virtually. This will allow interested parties across our service territory to attend. All potential Offerors are **required** to attend the Bidders Conference. All instructions for the RFP will be provided at the Bidders Conference. All questions will be answered at the Bidders Conference and any adjustments will be made and sent the following day.

The schedule for the Bidder's Conference is as follows. All times are in Central Time:

### **Mandatory Bidders Conference – December 15, 2025**

Will be held In-Person and Virtually

9:00 AM: HVAC Contractors

10:30 AM: General Contractors

**Location:** 109 N Mill ST, Beloit, KS

**Virtual Info:** Zoom Meeting

<https://us02web.zoom.us/j/81488209193?pwd=12DK7ekDHoplt1e8P23LCHftWtDNPK.1>

**Meeting ID:** 814 8820 9193

**Passcode:** 7382218

**Zoom Call In #:** 1-312-626-6799

**Meeting ID:** 814 8820 9193

**Passcode:** 7382218

If there are technical difficulties with the virtual meeting, please call our office or send an email to [wzndirector@ncrpc.org](mailto:wzndirector@ncrpc.org).

## **Bidder Qualifications**

1. Shall have a minimum of 1 years' experience.
2. No publicity or experience with NCRPC that would call into question the integrity of the vendor or service provider
3. No involvement with specification development, requirement development, or Bid packet development with respect to this procurement action.
4. Bidders shall maintain all Federal, state, and local licenses and permits required for the operation of business conducted by the Bidder.
5. Be certified or have the ability and willingness to become a Certified Firm with Certified Renovators. Need help finding a Lead Safe Work Practices (LSWP) Training course? Feel free to reach out; we can help you find these classes.

Preference will be given to each of the following: Minority firms, Women Business Enterprises, Labor Surplus Area Firms, Veteran Owned Firms

## **Bid Submission**

*Reminder:* It is the sole responsibility of prospective bidders to take notice of the date and time that Bids are due. Late Bids shall not be accepted.

**ALL WORK** is to be done to the Kansas Standard Work Specifications, Appendix A, and the program guidelines outlined in the Kansas Weatherization Assistance Program Subrecipient Procedure Manual. Located: <https://www.ncrpc.org/procurement/weatherizationcontractors/>

\*\*\*It is expected for all contractors to warranty their work for one year after completions\*\*\*

### Methods for Bid Submission

#### 1. Preferred Method

Email to: [wzndirector@ncrpc.org](mailto:wzndirector@ncrpc.org)

Labeled: ***Weatherization Bid***

#### 2. Other Methods include to: Mail in, Hand Deliver, or Fax in

Labeled: ***Weatherization Bid***

NCRPC  
109 N Mill St, PO Box 565  
Beloit, KS 67420

Fax number: 785-738-2185

Bid Submission includes:

1. Contractor Information/Application Form
2. Weatherization Bid Zone Sheet
3. Line-Item Cost Sheet – Signed
4. If using the Excel version to input your costs, please attach that Excel document as well.

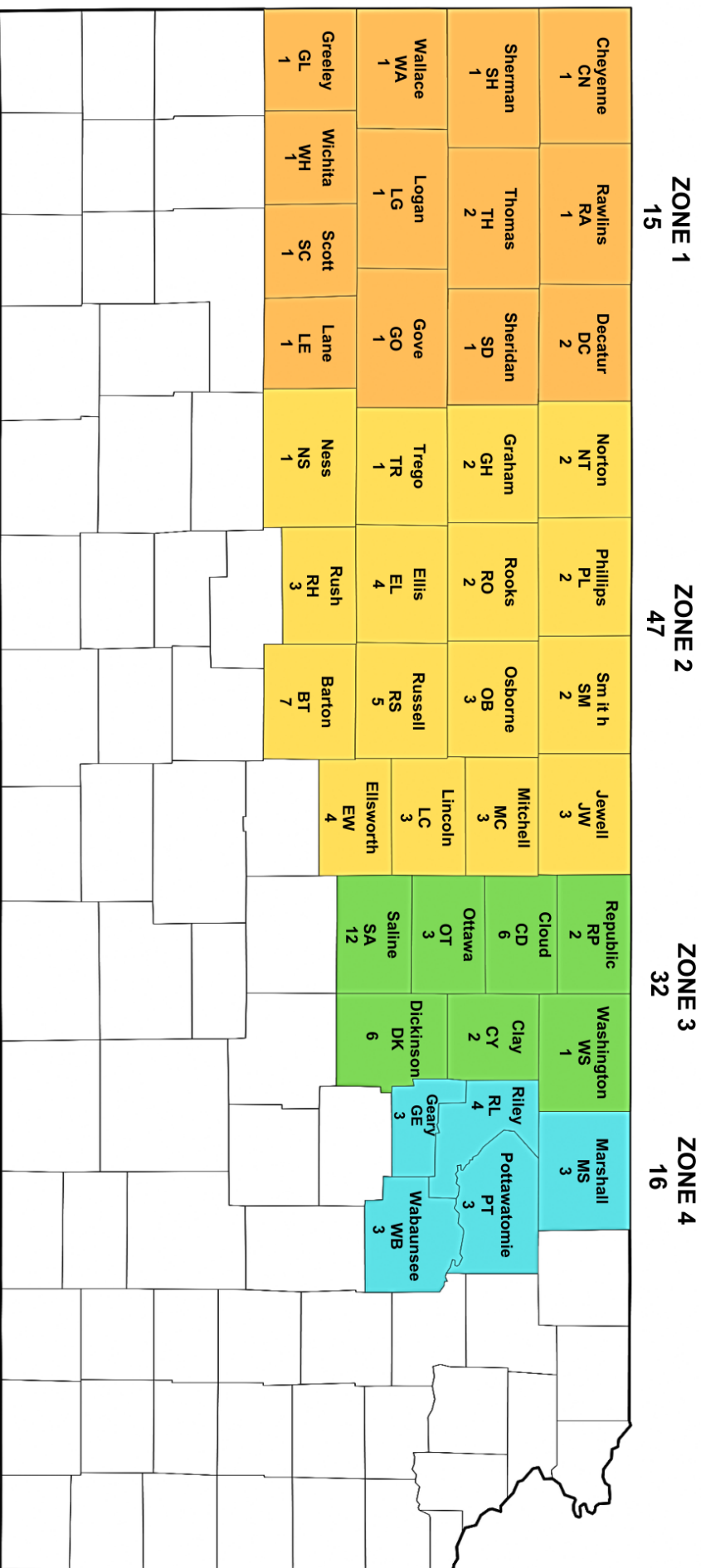
Submission of a signed Bid(s) is acknowledgment and acceptance of all terms and conditions of the solicitation. NCRPC reserves the right to reject all Bids.

No payments shall be made to cover costs incurred by any Bidder in the preparation or submission of the Bids, nor any other associated costs.

## **Weatherization Bid Zones**

Our region is broken out into four zones. Choose one zone to be your “HOME” zone. This zone is your base price zone. To give pricing for the other three zones, you may give a percentage to mark up from your home zone or update any of the line items individually for each of the other zones. See the following map. We have included the average homes weatherized per year for each county and for each zone on the map.

# Weatherization Bid Zones



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\*Number below county is the average number of homes completed per year  
\*Number below Zone is the average per zone completed per year



## **Bid Evaluation**

Contracts are made to all contractors whom comply with the qualifications and submit bids properly. A Notice to Proceed, with work order(s), is sent to the bidders whose proposal is most advantageous to the program, considering price and other factors. Other factors may include, but not limited to, items like timeliness, willingness to work, and outstanding work orders. New Bidders are considered without being docked for timeliness, due to no past record of how they work with the weatherization program. New Bidders will be awarded one workorder until it is proven the work can be completed timely and correctly. NCRPC staff will work with new bidders to ensure they understand what is expected and how our processes work.

If your bid is accepted, you MUST supply NCRPC with:

1. Your Federal ID number (W-9)
2. Proof of Liability Insurance AND Workman's Compensation
3. Licensed Renovation Firm Certificate
4. Certified Renovator Certificates for all employees