

REQUEST FOR PROPOSAL (RFP)

Window Replacement Project – Wheatland Homes

North Newton Housing Authority (NNHA)

North Newton, Kansas

RFP Issued: March 3rd, 2026

Proposal Deadline: April 6th, 2026 9:00am

1. Introduction

The North Newton Housing Authority (NNHA) is soliciting proposals from qualified contractors to provide and install new energy-efficient residential windows at Wheatland Homes, a 62-unit public housing community. The purpose of this project is to replace aging windows, improve energy performance, and enhance resident comfort and safety.

This RFP outlines the scope of work, submission requirements, evaluation criteria, and federal compliance obligations.

2. Property Overview

Wheatland Homes consists of multiple residential buildings containing studio, one-bedroom, and two-bedroom units. Existing windows vary in age and condition and require full replacement, of at least 1 window in each unit. A property map and unit layout information are available upon request or during a scheduled site visit.

3. Scope of Work

A. Window Supply

The selected contractor shall provide:

- High-quality, energy-efficient windows suitable for multifamily housing
- ENERGY STAR–rated products
- Low-E glass
- Bathroom windows must be frosted for privacy
- Available color/finish options

- All required hardware, screens, and accessories
- Manufacturer warranty documentation

B. Installation

Contractor responsibilities include:

- Field measurements for all units
- Full-frame or retrofit installation (contractor to recommend)
- Proper insulation, sealing, and weatherproofing
- Repair or replacement of interior/exterior trim as needed
- Removal and disposal of old windows and debris
- Debris should be hauled off each day or placed in a dumpster provided by the contractor in the designated area by NNHA.
- Use tarps underneath each window during the replacement for cleanup. Use a magnet to double check the grounds for metals/nails after completing window install for each building.
- Clean up should take place each day
- Coordination with NNHA staff for unit access
- Minimizing disruption to residents
- Weekly installation logs tracking the progress of the job per building/apartment should be turned in on Mondays to Jessica. This keeps the required documentation on track throughout the project.
- If Davis Bacon, all weekly payroll are to be turned in on Mondays to Jessica. This keeps the required documentation on track throughout the project.

C. Compliance & Safety

- Adherence to all applicable building codes
- Lead-safe work practices (if applicable)
- Maintaining a clean, safe work environment
- Ensuring all workers are trained and insured

D. Project Timeline

Proposals must include:

- Estimated start date
 - Estimated completion schedule
 - Identification of any supply-chain or scheduling constraints
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4. Proposal Requirements

A. Company Information

- Company name, address, and primary contact
- Years in business and relevant experience
- Proof of insurance and licensing
- Lead-safe certification (if applicable)

B. Technical Proposal

- Recommended window type(s) and manufacturer(s)
- Product specifications (U-factor, SHGC, materials, warranty)
- Installation method and approach
- Proposed project schedule
- Any value-added options or alternatives

C. Cost Proposal

- Cost per window and per unit
- Labor and installation costs
- Additional fees (trim, disposal, caulking, etc.)
- Bulk or volume pricing options
- Total estimated project cost

D. References

- At least two references for similar multifamily or HUD-assisted projects
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5. Evaluation Criteria

Criteria	Weight
Product quality & energy efficiency	25%
Contractor experience & qualifications	25%
Cost competitiveness	25%
Installation plan & timeline	15%
References & past performance	10%

NNHA reserves the right to request additional information, negotiate terms, or reject any or all proposals.

6. Site Visits

Contractors may schedule a site visit to inspect existing conditions. Contact NNHA to arrange an appointment.

7. Submission Instructions

Submit proposals electronically to:

Jessica Pope

Executive Director

North Newton Housing Authority – Wheatland Homes

Email: Wheatlandhomes@nnhousing.org

Phone: 316-283-8731

Proposals must be received by **April 6th, 2026**.

8. Terms & Conditions

- This RFP does not commit NNHA to award a contract.
- NNHA may accept or reject any proposal, in whole or in part.
- NNHA may negotiate with one or more respondents.

- A formal contract will be executed with the selected contractor.
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9. Federal Requirements

This project is funded in whole or in part with federal funds. The selected contractor must comply with all applicable federal regulations, HUD requirements, and procurement standards under **2 CFR 200** and **HUD Handbook 7460.8 REV-2**.

A. Equal Opportunity Requirements

Contractor must comply with:

- Title VI of the Civil Rights Act of 1964
- Fair Housing Act
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act (ADA)
- Executive Order 11246 (Equal Employment Opportunity)

B. Section 3 Requirements (24 CFR Part 75)

If applicable, contractor must:

- Make best efforts to provide employment, training, and contracting opportunities to low-income persons and businesses
- Submit Section 3 reporting as required

C. Davis-Bacon Requirements (If Applicable)

If triggered by funding source:

- Contractor must pay prevailing wages
- Weekly certified payrolls are required
- NNHA may audit payrolls at any time

D. Lead-Safe Work Practices

If lead-based paint is present or presumed:

- Contractor must comply with EPA RRP Rule
- Contractor must hold appropriate certifications

- Work must follow HUD's Lead-Safe Housing Rule

E. Debarment and Suspension

Contractor must certify that neither the firm nor its principals are debarred or suspended. NNHA will verify status in SAM.gov.

F. Conflict of Interest

Contractor must comply with HUD conflict-of-interest rules under 2 CFR 200.318(c).

G. Access to Records

Contractor must provide NNHA, HUD, and the Comptroller General access to all records related to this contract.

H. Contract Work Hours and Safety Standards Act

For contracts over \$100,000:

- Overtime must be paid at 1.5× the basic rate
- No worker may be required to work in unsafe conditions

I. Clean Air Act & Federal Water Pollution Control Act

For contracts over \$150,000:

- Contractor must comply with all applicable environmental regulations

10. Required HUD Forms (To Be Executed Upon Award)

The selected contractor will be required to complete the following standard HUD forms:

- HUD-5369-B – Instructions to Offerors (Non-Construction)
- HUD-5369-C – Certifications and Representations
- HUD-5370 or HUD-5370-C – General Conditions (Construction or Non-Construction)
- Non-Collusion Affidavit
- HUD-50070 – Certification for Drug-Free Workplace
- Section 3 Acknowledgment Form
- Debarment Certification