

Nueces County Community Action Agency (NCCAA)

Request for Proposals For  
Materials and Labor Contract For  
DOE/LIHEAP Weatherization Assistance Program (WAP),  
Comprehensive Energy Assistance Program (CEAP), Community Development Block  
Grant (CDBG), and Housing Programs

The NCCAA's WAP, CEAP, CDBG, and Housing Initiatives Program located at 101 South Padre Island Drive (SPID), Corpus Christi, Texas 78405, is soliciting proposals from General Contractors and Heating Ventilation and Air Conditioning (HVAC) contractors to provide energy efficiency measures and minor home repairs in Nueces County. NCCAA serves low-income clients who meet the federal poverty guidelines. Contractors must meet procurement processes outlined by the federal minimum installation standards. Most commonly used materials include but are not limited to doors, double insulated windows, solar screens, cellulose/fiberglass blown insulation, venting, caulking, weather-stripping, water heaters, appliances, window A/C units, central systems and heat pump repair/replacement and duct repair/replacement.

The Contract Agreement for General Contractor and HVAC materials and labor will commence on January 1, 2024 through December 31, 2024, with an option to renew for Four (4) additional years beginning January 1, 2025 through December 31, 2025 (renewed annually). Contracting for such periods is contingent upon contract performance and federal funding.

Proposal package information may be requested via email from Robert Mendez at [robert.mendez@nccaatx.org](mailto:robert.mendez@nccaatx.org) or at NCCAA located at 101 S.P.I.D., Corpus Christi, Texas 78405 beginning November, 7<sup>th</sup> 2023. A Pre-Proposal Conference will be held, November, 15<sup>th</sup> 2023, 2:30 p.m. at Nueces County Community Action Agency, located at 101 S.P.I.D., Corpus Christi, Texas 78405.

All proposals submitted must be sealed and must be received by the Nueces County Community Action Agency for time stamping no later than 10:00 a.m. on Thursday, December 7<sup>th</sup>, 2023. **This is a hard deadline, any proposals submitted after will not be considered for the RFP process.** Proposals will be publicly opened and read aloud at 10:15 a.m. on Thursday December 7<sup>th</sup>, 2023 at NCCAA located at 101 S.P.I.D., Corpus Christi, Texas.

The Nueces County Community Action Agency reserves the right to reject any or all proposals. A contract for the accepted proposal will be based upon factors described in this Request for Proposal.