

**NEIGHBORS IN NEED OF SERVICES, INC.
(NINOS, Inc.)
HEAD START PROGRAM**



**Bid Packet for
Classroom Furniture
FY 2009/2010
09-RFP-012**

**Neighbors In Need of Services, Inc. Head Start/Early Head Start
Invitation to Bid**

Bid Number# 09-RFP-012

Bid Title: Classroom Furniture

Date Due: November 4, 2009

Due No Later Than: 4:00 p.m.

NINOS Inc. Head Start / Early Head Start Program is a private non-profit organization. NINOS Inc. Head Start / Early Head Start Programs provide services to low income families for children from birth to five years of age. The agency is funded to serve 2,626 children throughout the counties of Cameron and Willacy Counties. The agency is currently seeking bids for its Classroom Furniture: **(Attachment "A")**

CLOSING SUBMISSION DATE & PUBLIC OPENING

Please submit the following information in a sealed envelope by 4:00 p.m. on November 4, 2009. Bid opening will be held on November 5, 2009 at 9:00 a.m. at NINOS, Inc. Administration office located at 402 West Robertson Street San Benito, Texas 78586.

INQUIRIES

For further information. Please call Ruben Garcia at (956) 399-9944 ext. 322 or email at ruben.garcia@ninosinc.org

NON-DISCRIMINATION & EQUAL OPPORTUNITY

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

NON-RESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this proposal
- The proposal does not follow the specified format
- The proposal does not include documentation of accompanying credentials

REVIEW PROCESS

NINOS Inc. reserves the right to reject any or all proposals submitted and contemplates award of the contract to the responsible offer or with the most advantageous bid.

**NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START
INSTRUCTIONS**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at www.ninosinc.org.

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office:

Attn: Lina Garza

402 W Robertson

San Benito, Texas 78586

Mailed to: Attn: Lina Garza

P.O. Box 187

San Benito, TX 78586

You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax No: _____

E-mail: _____

Print Name: _____ Signature: _____ (Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

Attachment "A"
NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START
BID SPECIFICATIONS FOR CLASSROOM FURNITURE

NINOS, Inc. is soliciting Bids for CLASSROOM FURNITURE for 09/10 school year beginning October 2009 through September 2010, or until a subsequent bid is awarded.

Delivery must be made between October 2009 through September 2010 and staggered orders and deliveries throughout the year may be requested. NINOS, Inc. will maintain a stockless inventory. Orders will be placed with vendor on an as needed basis. All shipping costs must be included in bid prices.

All pricing and terms on the Core lists must remain firm/constant and cannot change throughout the entire bid award period.

Partial Bids will be accepted. Items will be purchased individually unless otherwise specified.

This is a bid inquiry only and implies no obligation on the part of NINOS, Inc.

Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by NINOS, Inc.





Shipment address is at NINOS Warehouse, 22887 State Hwy 345, Rio Hondo, Texas 78583 and we must be notified at least 72 hours in advance. (956-399-9944)

Specify if special equipment is required to unload.

An approved purchase must be delivered within four weeks from date of purchase order.

Deliveries to be made Monday through Thursday from 9:00 to 11:00 a.m. and 1:30 to 3:30 p.m. (**ONLY**)

NINOS, Inc. reserves the right to accept or reject all or any part of any bid, waiver minor technicalities. NINOS, Inc. reserves the right to award by item category or by total bid. Prices should be itemized. NINOS, Inc. also reserves the right to award either with or without trade in, if applicable.

Furniture/Materials Description for ages 3 and 4 All Furniture is Birch	Image	Quantity	Price Quote
20 tray mobile cubiie with storage trays Size 48" x 15" deep x 29 1/2"high caster mounted			
Double Sided Pick a Book Stand caster mounted			
Big Book Easel with Write and Wipe Front with casters-moveable unit			
Sink-20" wide X 15" deep x 27" high. Cupboard - 20" wide X 15" deep x 35" high. Stove-20 " wide X 15" deep X 27 high. Referigerator-20" wide X 15" deep X 35" high.			

Multi-Purpose Table

36" Round, Maple Top, 14" High
Multi-purpose wood center tables with maple laminate tops, maple wood frames and legs. Scratch-resistant laminate top, With 2 chairs



Low Single Mobile Storage Unit

15" deep. Each mobile storage unit is fifteen inches deep and features safe edges and birch finish. Caster mounted for easy mobility. Write-n-Wipe - Low Size: 48" wide x 29 1/2" high x 15" deep.



Locking Storage Unit caster mounted



Heavy Duty Rest mats

Size 1" thick -1' X24" x 48" -4 fold mat
color -teal



White, Clear



Teacher's Storage unit with doors that lock



Reading & Writing Center
Sliding tubs 3" casters, foot-activated brake, big book rack, 2 magnetic page pawas and Safe premium book ledge, frame and tubs -
Measures
28" D X 57"H X 31" W



Puppet Tree

16"wide X 16"deepX 30"height
Rounded tip dowels for safety



Attachment "B"

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11275, "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. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of it's principal employees.