

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



**Bid Packet for
Classroom Consumables and Supplies
FY 2009/2010
09-RFP-014**

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

Bid Number# 09-RFP-014

Bid Title: Classroom Consumables and Supplies

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 Consumables and Supplies:
(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 CONSUMABLES AND SUPPLIES

- NINOS, Inc. is soliciting Bids for CLASSROOM CONSUMABLES AND SUPPLIES 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.

Art Center Supplies	Image	Quantity	Quote Price
<p>4-Ply Railroad Poster Board , Assorted Pack, 100 sheets Boards feature brilliant colors with a smooth uniform finish on both sides. assorted colors-10 of each color.</p>			
<p>Paint Brushes With thick handles for children's grip</p>			
<p>Art Tissue Assortments, 100 sheets, 12" x 18" The high-quality tissue can withstand cutting, crinkling, and folding without tearing. 100 sheets, 12" x 18".</p>			
<p>Pom Pons Assorted Sizes, Bright Hues Soft, furry pom-pons add fun and creativity to craft projects! Colorful acrylic balls are crush-resistant, fluffy, wire-free, non-toxic. 100 pieces in assorted colors.</p>			
<p>Pack of 1000 Regular 12" Stems Just bend and twist to create colorful, imaginative creations! 12" stems in assorted colors.</p>			

Tape Dispenser & Colored Tape

Wooden dispenser holds 10 rolls of tape which are great for crafts, scrapbooking, and decorations. Includes 10 rolls of different colored tape and a plastic cutter with no sharp edges. Tape is 1" wide x 60 yards with 3" core.



Preschool Crayols Jumbo Size

50 each of eight colors.
400 total crayons



Washable Finger Paint

Red, white, yellow, blue, green
16 oz.
Won't stain surfaces.
Available in unbreakable plastic containers.
non-toxic.



Strong bond on wood, paper, cloth and other porous material. Shatter-resistant plastic bottle.



Blunt tip scissors

Metal scissors -Size for age 3 and 4



A heavy-duty set of stencils featuring simply designed objects and animals! Easy-to-clean plastic for years of rough use. Just the right size for young hands. 7" x 8", 15 stencils.



Jumbo Craft Sticks,
500 pieces, Natural
High quality, 6" x 3/4" x 2mm
wooden sticks



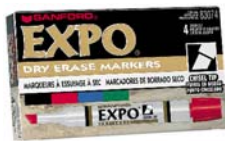
White Board Cleaner
8 oz. bottle, Low Odor
Cleans and restores white
boards, porcelain, enamel,
melamine



Dry Eraser
Specially designed soft-pile eraser
for dry erase surfaces. Cleans with
soap and water.









Dry Erase Markers
4 Color Set, Chisel Tip
Dry erase marks



Construction Paper
50 sheets per pack. Please specify
color by code when ordering. 9" x
12" or 12" x 18"
Red, Yellow, Green, White, Black,
Brown, Pink, Orange, Purple, Blue



<p>White Drawing Paper 60 lb. white sulphite. 500 sheets to rim</p>			
<p>Paper Center hardwood paper center Has a child-safe cutter and 4 non-slip, non-marking rubber feet. Includes a 300'L x 12"W roll of paper. 14 1/2"L x 7"W x 8 3/4"H.</p>			
<p>Picture Story Newsprint Paper Roll (12" x 500') Half of the paper is lined, the other is left blank for pictures. Measures 12"W x 500'L. Wooden paper center sold separately</p>			
<p>Jumbo Pencil with Eraser (1doz.) Great for beginning writing skills. Sold by the dozen.</p>			
<p>Colored Pencils Class Pack 250 pencils in 10 bold colors. Pencils are 7" long and pre-sharpened</p>			
<p>Paper Center Set this hardwood paper roll on the floor or table for easy access and a huge variety of paper lengths! Has a child-safe cutter and 4 non-slip, non-marking rubber feet. Includes a 300'L x 12"W roll of paper. 14 1/2"L x 7"W x 8 3/4"H.</p>			

Art Apron

Protect young artists' clothes from drips and spills with our vivid, wipe-clean vinyl aprons. 24 1/8"L with hook and loop closure.



Automatic pencil sharpener provides quick point without oversharpener. Adjustable dial accommodates both primary and standard pencils.



Sharper -Manual for all size pencils



non-toxic play dough



Classroom Carry all with eight color storage cups



Brush-On Washable Painters
fully washable color—with every squeeze! Refillable painters each have a durable nylon brush at the end.... Six 2.5-ounce painters in 6 colors.



Classpack Markers
200 ct.
non-washable fine tip, 10 assorted colors.



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.