

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



**Bid Packet for  
Classroom Furniture  
FY 2017/2018  
# 17-RFP-014**

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

**Bid Number# 17-RFP-014**

**Bid Title: Classroom Furniture**

**Date Due: September 13, 2017**

**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 2,914 children throughout the counties of Cameron and Willacy Counties.

The agency is currently seeking bids for its Classroom Equipment and Materials:  
**(Attachment "A")**

**CLOSING SUBMISSION DATE & PUBLIC OPENING**

Please submit the following information in a sealed envelope by 4:00 p.m. on **September 13, 2017**. Bid opening will be held on **September 14, 2017** at 9:00 a.m. at NINOS, Inc. Administration office located at 22887 State Hwy 345, Rio Hondo, TX 78583

**INQUIRIES**

For further information please call Ruben Garcia at (956) 399-9944 ext. 113 or email at [ruben.garcia@ninosinc.org](mailto: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](http://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 by Delivery Services.

Attn: Lina Garza  
22887 State Highway 345  
Rio Hondo, TX 78583

Mailed using USPS.  
Attn: Lina Garza  
PO Box 189  
Rio Hondo, TX 78583

**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 EQUIPMENT AND MATERIALS**



- NINOS, Inc. is soliciting Bids for CLASSROOM EQUIPMENT AND MATERIALS for 17/18 school year beginning October 2017 through September 2018, or until a subsequent bid is awarded.
- Delivery must be made between October 2017 through September 2018 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.
- **PLEASE SPECIFY IF YOU ARE SUBSTITUTING AN ITEM THAT IS NOT SIMILAR TO THE PRODUCTS WE ARE REQUESTING (OR IF SLIGHTLY DIFFERENT).**

Description	Image	Quantity	Price Quote
<p>Birch 20 tray mobile cubicles with storage trays Size 48" x 15" deep x 29 1/2"high caster mounted. Mobile to include trays.</p>			
<p>Birch Double Sided Pick a Book Stand caster mounted</p>			
<p>Birch Big Book Easel with Write and Wipe Front with casters-moveable unit</p>			
<p>Birch 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.</p>			

Description	Image	Quantity	Price Quote
<p>Birch 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,  <b>Includes: 2 wooden chairs</b></p>			
<p>Birch 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.</p>			
<p>Birch Locking Storage Unit caster mounted</p>			
<p>Heavy Duty Rest Mats  Size 1" thick -1' X24: x 48" -4 fold  mat  color -teal</p>			

Description	Image	Quantity	Price Quote
Green, Red, Blue, Yellow, White Caddies			
Birch 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			

<p>Plastic chair w/chrome legs 10" recommended for 3 yr olds</p>			
<p>Plastic chair w/chrome legs 12" recommended for 4 yr olds</p>			

<p>24" x 36" Rectangle with 22" Legs <b>Includes: 2 wooden chairs.</b></p>			
<p>Computer Station</p>			



30" x 60 Rectangle Banded Table			
14" ClassicRider Trike Ages 4+			
ClassicRider Super Cycle Ages 4+			
Personal Educational Headphones			

Naturally Playful Front Porch Playhouse



Sit arounds, primary colors  
1a' thick soft foam cushions



12" ClassicRider Trike  
Ages 3+

