

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



**Bid Packet for
Classroom Consumables and Supplies
FY 2017/2018
17-RFP-016**

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

Bid Number# 17-RFP-016

Bid Title: Classroom Consumables and Supplies

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 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 **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 contact Ruben Garcia at (956) 399-9944 ext. 113 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 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"






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


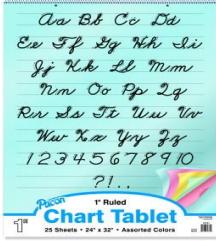


Description	Image	Quantity	Quote Price
<p>Chenille Stems Pack of 1000 Regular 12" Stems Just bend and twist to create colorful, imaginative creations! 12" stems in assorted colors.</p>			
<p>Tape Dispenser & Colored Tape Wooden dispenser holds 10 rolls of tape which are great for crafts, scrapbooking, 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.</p>			
<p>Preschool Crayons Jumbo Size 50 each of eight colors. 400 total crayons</p>			
<p>Washable Finger Paint Red, white, yellow, blue, green Specify unit price for each color. 16 oz. Non-toxic.</p>			

Description	Image	Quantity	Quote Price
<p>Glue, Gallon strong bond on wood, paper, cloth and other porous material. Shatter-resistant plastic bottle.</p>			
<p>Blunt tip scissors Metal scissors -Size for age 3 and 4</p>			
<p>Stencil Set 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.</p>			
<p>Jumbo Craft Sticks, 500 pieces, Natural High quality, 6" x 3/4" x 2mm wooden sticks</p>			
<p>White Board Cleaner 8 oz. bottle, Low Odor Cleans and restores white boards, porcelain, enamel, melamine</p>			



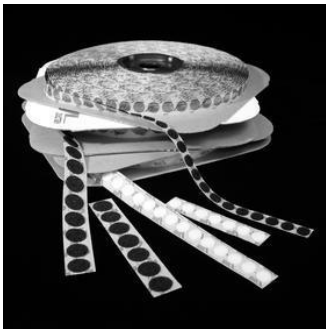


Description	Image	Quantity	Quote Price
<p>Bulletin Board Paper 48" x 50"</p>			
<p>Construction Paper 50 sheets per pack. Please specify color by code when ordering. 9" x 12" or 12" x 18" Red, Yellow, Green, White, Black, Brown, Pink, Orange, Purple, Blue</p>			
<p>White Drawing Paper 60 lb. white sulphite. 9 500 sheets to rim</p>			


Description	Image	Quantity	Quote Price
<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.</p>			
<p>Jumbo Pencil with Eraser (1 doz.) Great for beginning writing skills. Sold by the dozen. Please specify price for each if not 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 Roll Holder Hardwood paper roll holder. 14 1/2"L x 7"W x 8 3/4"H.</p>			
<p>Wooden Lacing Shoe</p>			

Description	Image	Quantity	Quote Price
<p>Non-toxic play dough</p>			
<p>Sharper –Manual for all size pencils</p>			
<p>Classroom Carry--MUST have 8 color storage cups</p>			
<p>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.</p>			
<p>Classpack Markers 200 ct. non-washable broad tip, 10 assorted colors.</p>			

<p>Sentence Strips 3x24 White 100 per pkg</p>			
<p>Paper 2-Hole Punched Colored Paper Manuscript Cover Spiralbound Chart Tablet, 24 X 32 in, 25 Sheets, 1- 1/2 in Ruling, 1/2 in Skip Line, Assorted Color</p>			
<p>Art Paper Roll (no lines) 12x400'</p>			
<p>ABC puzzle</p>			

<p>Manila Drawing Paper - 9" x 12" 500 per ream</p>			
<p>ABC puzzle - Lower</p>			

<p>123-Puzzle</p>			
<p>1.5 mil x 27 inch x 500 feet Clear Glossy Standard Roll Laminating Film is available in both 1 and 2-1/4 inch core sizes.</p>			
<p>Velcro Brand hook & loop dots 5/8 in size</p>			
<p>Ball 31000 Regular Sized Mason Domed Canning Mouth Jar Lids - 144 Lids</p>			
<p>Mini Mobile Cart 6 drawers</p>			

Dry Erase Markers Set of 4			



1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "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 its principal employees.