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

Sensitivity & Fire Alarm
Testing/Maintenance
FY 2017/2018
17-RFP-022

BID NUMBER# 17-RFP-022

BID TITLE: Sensitivity & Fire Alarm Testing

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 **SENSITIVITY & FIRE ALARM TESTING**
(See Exhibit "A" for Specifications)

Closing Submission Date and 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 9:00a.m. at NINOS, Inc. Administration office located at 22887 State Highway 345, Rio Hondo TX 78583

Inquiries
For further information please contact Ruben Garcia, Procurement Officer at (956) 399-9944 ext 113 or email at ruben.garcia@ninosinc.org.

Non-Discrimination and 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:
1. The proposal is not received timely in accordance with the terms of this proposal.
2. The proposal does not follow the specified format.
3. 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 bidder with the most advantageous bid.

Other Conditions
All contracts shall contain the following procurement provisions as applicable:

All proposals must include all applicable charges and shipping costs.

**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 bidder. 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.)

Exhibit "A"
Specifications

All Prices To Include Labor/Materials/Parts/Other Cost for Sensitivity & Fire Alarm Testing/Maintenance	Labor Cost	Parts/Material Cost	Other Cost Freight, Service Call Cost Etc...	Total Cost
For All Of NINOS, Inc. System To Include Cameron County & Willacy County (35 sites)				
Fire Inspection: Per Site				
Fie Sensitivity: Per Site				
Smoke Detectors				
Heat Detectors				
Horn Strobes				
Strobe Lights				
Kitchen Hood Connection				
Control Panel Battery/s				
Service Call Rate-				
Regular Hours				
After Hours				
Filled Out By Print Name:				
Filled Out By Signature:				
Date:				