

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



**Bid Packet for
Ink/Toner Supplies**

**FY 2017/2018
17-RFP-027**

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

BID NUMBER# 17-RFP-027

BID TITLE: Ink/Toner 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 Ink/Toner Supplies for the following items: **(Attachment "A")**

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

Inquiries

Please contact Ruben Garcia, Procurement Officer at (956) 399-9944 ext. 113 or e-mail 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:

- The proposal is not received timely in accordance with the requirement.
- 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 bidder 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".

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.)

**Neighbors In Need Of Services, Inc. Head Start / Early Head Start
Bid Specifications for Toner and Ink Supplies**

NINOS, Inc. is soliciting Bids for its Toner and Ink Supplies for 17/18 school year beginning November 2017 through October 2018 or until a subsequent bid is awarded.

Delivery must be made between November 2017 through October 2018 and staggered orders and deliveries throughout the year are a must. 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.

Toner Cartridges includes but is not limited to ink jet, bubble jet, LaserJet, fax machine and copier toner cartridges - Newly manufactured, re-manufactured or Recycled will not be Accepted.

Partial Bids will not be accepted.

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.

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.

Attachment "A"

Manufacturer Part Number	Description	Printer	Quantity
CB435A	35A	HP LaserJet P1005,P1006	100
Q2612A	12A	HP LaserJet 1010/1012/1015	100
CE278A	78A	HP LaserJet P1566,P1606	50
CC530A	Black	HP LaserJet 2025DN	10
CC531A	Cyan	HP LaserJet 2025DN	10
CC532A	Yellow	HP LaserJet 2025DN	10
CC533A	Magenta	HP LaserJet 2025DN	10
Q2670a	Black	HP LaserJet 3550	4
Q2671a	Cyan	HP LaserJet 3550	4
Q2672a	Yellow	HP LaserJet 3550	4
Q2673a	Magenta	HP LaserJet 3550	4
Q5942x	Black	HP LaserJet 4250DN	15
Q5945a	Black	HP LaserJet 4345MFP	12
C0732a	Yellow	HP LaserJet 5550 DTN	10
C9730a	Black	HP LaserJet 5550 DTN	12
C9731a	Cyan	HP LaserJet 5550 DTN	10
C9733a	Magenta	HP LaserJet 5550 DTN	10
Q7551A	Black	HP LaserJet P3005X	15
CB380A	Black	HP Color LaserJet CP6015	6
CB381A	Cyan	HP Color LaserJet CP6015	6
CB382A	Yellow	HP Color LaserJet CP6015	6
CB383A	Magenta	HP Color LaserJet CP6015	6
CB384A	Black – Drum	HP Color LaserJet CP6015	3
CB385A	Cyan - Drum	HP Color LaserJet CP6015	3
CB386A	Yellow - Drum	HP Color LaserJet CP6015	3
CB387A	Magenta -Drum	HP Color LaserJet CP6015	3
Q3984A	Fuser Kit	HP LaserJet 5550 DNT	4

Attachment "B"

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."

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.